

JOB TITLE: PRODUCTION PLANNER

Reports to: Operations Director

Location: Slinfold, Horsham, West Sussex

Hours: Monday to Friday, a total of 40 hours, with a one-hour unpaid lunch break

The Company:

Cordek Limited specialise in providing a wide range of solutions for the construction industry. Initially this role relates mainly to the design, manufacture and supply of bespoke complex formwork. Cordek also provides creative solutions for a wide range of other sectors: from marine, leisure and exhibitions to film and theatre.

Role Summary:

To provide daily planning of all production resources and capacity to meet customer demand, across our range of 3 factories on a single site. You will maintain our short lead time environment and help to drive further efficiencies through analysis, process improvements and lean manufacturing.

Responsibilities:

Production Planning:

- To attend regular daily planning reviews, sharing appropriate information and highlighting any risks with other teams or departments, and identify area of concern for improvement.
- To monitor, advise and plan, when necessary, the production output and capacity utilisation of our Moulding department, ensuring that all standard products are made on time and Kanban stock levels maintained as set by planning.
- To ensure the daily production plan for the standard products factory is produced and issued on time and that short lead times are maintained consistently and to manage customer amendments, delays and cancellations ensuring all built to order products are shipped daily.
- To support the demand for project specific products through our Bespoke factory, working with the product design teams to assess technical requirements, lead time and capacity such that the factory plan can be issued and achieved.
- You will work closely with Purchasing to ensure our stockholding are sufficient for expected volume and any gaps or delays are resolved.
- You will work closely with transport to provide information on expected shipping schedules and specialist transport requirements.
- To manage a suite of tools that measure production volumes, capacity utilisation and variance to plan by using appropriate software to create visual KPI's and data metrics for review.

Personal Specification:

- A systematic mind capable of working in a structured and efficient manner
- An ability to work under pressure and to prioritise work to meet deadlines
- Good level of numeracy and literacy is required for this role
- Good communication skills in written and spoken English
- A self-driven analytical thinker who is highly numerate and process driven

Qualifications and Experience:

- 5 years + planning experience within a manufacturing environment
- Good written and spoken English, Numeracy and ability on Microsoft Office and ERP Systems
- Proof of delivering process improvements or Lean manufacturing knowledge
- Full UK Driving licence

Rewards:

- Annual performance bonus
- Membership of the Company Group Pension Scheme after 1 years' service
- Membership of the Company Group Life Assurance after 1 years' service
- Full access to our Employee Assistance Programme (EAP)
- 25 days annual leave (excludes bank holidays)
- One day of paid Birthday leave for the purpose of celebrating their birthday