

JOB TITLE: Production Planner

Reports to: Operations Director **Location:** Slinfold, Horsham, West Sussex

Hours: Cordek offers their office-based staff the opportunity to benefit from flexi-time. Employees are able to start at 7.00am and finish at 4.00pm with a one-hour unpaid lunch break or they could decide to start at 7.30am and finish at 4.30pm with a half-hour unpaid lunch break, a total of 40 hours, Monday to Friday.

Salary: Competitive, plus twice a year performance-based bonus

The Company: Cordek Limited are genuine market leaders in the design, manufacture and supply of innovative solutions to solve a wide range of construction problems. Here at Cordek Limited, we are looking for an individual to join our Operations team who shares our Company values, Honesty, Communication and Respect.

Job 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:

- 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 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.
- To manage material trackers, taking daily incoming stock counts and updating current stock levels
- To identify current and future stock level gaps and recommend replenishment
- To raise and log purchase orders to replenish stock levels against agreed suppliers and pricing

Key skills/qualifications:

- 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

Person Specification:

- 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

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