



ROLE:

- Responsible for the coordination of materials and planning in line with Production requirements.
- Communicating directly with suppliers to fulfil demands and expectations.
- Reporting directly to the Production Manager

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Educated to an A level, HNC/degree or apprenticeship level in one of Engineering, Manufacturing, Management or Business

RESPONSIBILITIES

- Direct negotiation and procurement of all Raw Materials and other Bill of Materials.
- Upholds a production plan by scheduling and maintaining levels of the Bill of Materials and Finished Goods
- Establish priorities by monitoring progress and revising schedules when required.
- Create production paperwork for Key departments in line with production plans.
- To use and manage a variety of data management tools to ensure production planning data are efficiently and accurately reported back to the Production Manager.
- Reporting Key Performance Indicators to the Production Manager in line with company objectives.
- Actively involved with NPD to ensure availability of Raw materials for accurate costing.

GENERAL SKILLS

- Versatility to switch between tasks quickly and effectively.
- Excellent attention to detail and organisation skills.
- A passion for continuous improvement and learning.
- High-volume manufacturing experience
- Production/Engineering background
- Capacity to grasp concepts easily
- Ability to work in a logical, systematic manner

KEY SKILLS

- A solid understanding of Material Requirements Planning (MRP)
- Good telephone manner and communication
- Problem solving capabilities
- Intermediate level of Microsoft Excel and experienced user of other Microsoft products

ADDITIONAL NOTES

- Understanding of logistics, stock control and warehousing
- Ability to demonstrate a track record of managing existing business demands
- Excellent interpersonal, communication and presentation skills
- Experience implementing MRP systems
- Hold a current passport
- Normal office working hours are between 8:45am and 4:45pm, Monday to Friday, however, needs of the business may require work outside of these hours when necessary

POSITION:

Production
Coordinator/Planner

JOB CATEGORY:

Operations

LOCATION:

Wellingborough

TRAVEL REQUIRED:

Minimal

REPORTING TO:

Production Manager

SALARY:

£25,000 to £30,000 pa

HOLIDAYS:

25 days plus statutory
public holidays

**To apply, please email
your CV and covering
letter to
careers@pallite.co.uk**

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