



DESCRIPTION

You will ensure the smooth flow of work and effective utilisation of materials, labour and machines through the manufacturing process within a fast moving, high volume facility.

Main Responsibilities of the Job

- Preparation of schedules to ensure effective and efficient use of materials, machines and manpower (including temporary workers).
- Managing goods received for logistics and production including taking part in stocktakes as required.
- Accurate generation of new product codes.
- Liaise with relevant team members and departments to ensure departmental KPI's, tactical plans and strategic priorities are met and deal with any scheduling related queries.
- Preparation of loading summaries, delivery notes, dealing with any problems that arise and other haulage related administrative work.
- Liaising with customers and hauliers when required to ensure delivery on time targets are met.
- Answer telephones and deal with relevant enquiries.
- Data input, text processing and other general administrative.
- Forward plan to balance workload throughout the factory at the weekend and ensure an effective plan based on labour profile for Monday morning.
- Organise any agency requirements throughout the weekend and for Monday of each week.
- Ensure that all plans are available at the workstations for the start for shift and be available to answer any queries.
- Ensure an effective hand over for the Monday morning scheduler.
- Identify potential rework that can be used from NCP product file and schedule accordingly'
- Any other duties as required.



Personnel Specification

Essential Criteria	
Education	Minimum of GCSE (A-C) Maths and English or equivalent.
Experience	Minimum 1 year, recent, relevant experience as a production scheduler. Creating schedules within tight quality and efficiency parameters.
Special Skills	Proficient in the use of Microsoft Office packages and in particular, Excel. Ability to make timely decisions and work to strict deadline. Excellent planning, organising and prioritising skills. Aptitude for numbers. Be customer focused. Good communicator and problem solving ability. Lead by example in the company values.
Circumstances	Flexibility to work the hours required to support the role is essential.

Desirable Criteria	
Education	Minimum of 2:2 qualification in a Business, Transport, Management or equivalent discipline. Green belt in six sigma methodologies.
Experience	Minimum 1 year, recent, relevant experience as a production scheduler within a made to order manufacturing environment. Minimum 1 year experience as a team leader or equivalent managing machines, manpower and materials.



Key Terms & Conditions

Contract Type	Full Time, Permanent Contract. 6 months probationary period applies.
Hours of work	35 Hours per week inclusive of break times. Fri & Sat 6.30am – 7pm, Sun 6.30am – 4.30pm
Salary range	To be discussed with successful applicant including weekend shift allowance. Payment is monthly by BACS transfer
Pension	3% employer contribution and 3% employee contribution is mandatory for employer contribution
Holiday Entitlement	5.6 weeks p/a inclusive of all statutory holidays and factory closures.
Healthcare Package	Westfield Healthcare cover for the employee : Available after 6 months and covers the employee's children under the age of 18. Non-contractual and fully funded by the company.
Life Assurance Package	Available after 6 months service. Terms and conditions do apply.
Bonus Scheme	"Profit share" and "Customer Satisfaction" bonuses apply. Non-contractual and both are annual bonus payments.

To Apply

Please forward CV and complete the SAM Monitoring form before the closing date of 4pm on Wednesday 13th July 2016