

Enatel

Position Description

Position: Production Planner

Department: Operations

Reports to: Operations Manager

Direct Reports: None

Position purpose:

Coordinating production workflow for one or multiple products. Planning and prioritizing manufacturing to ensure maximum performance and minimum delay. Planning resource, equipment and raw materials needed to cover production demand.

Key responsibilities:

- Daily planning of Enatel sales orders
- Planning product works orders and resources in our ERP system
- Working closely with procurement to ensure materials are ordered as per demand
- Working closely with production leaders ensuring jobs are complete and daily run rates are achieved
- Hold Sales & Operations planning meetings monthly with sales teams to ensure forecasted demand is planned correctly
- Review open works orders daily, so jobs are closed as scheduled through factory
- Manage product planning delays, find product that is faulty and ensure completed and jobs closed – DIFOT of 98%
- Manage all production work in progress (WIP) ensuring this is as planned and closed as planned
- Recommended solutions to remove waste and increase efficiency
- Compile planning production status reports and issue to team leaders and managers for review
- Promptly change production planning schedules with production as required

Qualifications:

- A minimum of 3yrs in a production planning function
- Worked within an ERP/MRP system for a minimum of 3yrs
- Has a strong understanding of all required planning techniques, forecast, lead time, material & resource planning.
- Has worked with Bills of materials in a production industry with many line items
- Proficient in all computer ERP/MRP/Word/Excel applications

General:

- Upholds Enatel company values
- Perform any other tasks as required by your Manager and/or the business
- Contributes to the achievements of department & personal SMART goals

Health & Safety:

- Ensuring all Health & Safety policies and rules are followed, with all tasks completed in a safety conscious manner
- Adhere to all health and safety policies

- **Environmental:**

Enatel is committed to minimising the environmental impact of our operations and products

- Ensuring Environmental policies and processes are followed

Key Relationships:

Internal	External
• Manufacturing	
• Engineering	
• Procurement	
• Energy Sales Engineers	
• Energy Sales Team	
• Motive Sales Team	

Person Specification:

Trait	Essential	Desirable
Skills & Competencies	<ul style="list-style-type: none"> • Excellent analytical and problem-solving skills, combined with the ability to provide quick resolution to problems. • The ability to learn quickly in a new environment. • Have an appropriate and effective set of core values and beliefs, and acts in line with those values. • Integrity and Trust. • Enjoys working hard and is action orientated and full of energy for the things he/she sees as challenging. • Good at figuring out the processes necessary to get things done. • Conflict management. • Creativity – comes up with new and unique ideas. • Learning agility – learns quickly when facing new problems. Open to change. • Good problem-solving skills. 	<ul style="list-style-type: none"> • APICS Degree or completing related modules. • Production Planner in a electronics manufacturing company.

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	<ul style="list-style-type: none">• Process management,• Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.• Personal organization and self-discipline to prioritise and manage time effectively.	
Traits	<ul style="list-style-type: none">• Humility.• Strong display of integrity.• Trustworthy.• Passionate about what you do• Self-motivated.	
Experience & Knowledge	<ul style="list-style-type: none">• A minimum of 3yrs in a production planning role.• Previous production planning experience.	
Qualification/Licenses		