



<b>JOB TITLE</b>	<b>GRADUATE PLANNER</b>
Department	Planning
Location	Arbroath
Reports to	Planning & Resource Manager

This is an exciting new role within a developing and growing business which has an unrivalled reputation globally as a leading designer and manufacturer of high speed automated machinery.

### **PURPOSE**

The Planner will ensure that that projects are resourced to the right levels and in line with key project requirements.

### **TO BE SUCCESSFUL IN THIS ROLE YOU WILL:**

- Liaise with colleagues in all areas to develop robust manufacturing plans that meet our business needs with respect to volume, timing, resource utilisation and constraints, etc
- Assist Managers with plans for tenders
- Create capacity plans for both machines and labour
- Monitor capacity metrics and ensure that shortfalls are addressed
- Investigate schedule variances
- Establish production sequences / lead times
- Issue job cards
- Analyse customer forecasts and sales orders

### **WHAT YOU'LL BRING TO THE ROLE:**

- Educated to degree level (ideally in Engineering)
- It would be of interest if you had experience or knowledge of engineering projects and Microsoft Project
- Exceptional numerical skills
- Advanced working knowledge of Microsoft Excel
- Time management and prioritisation skills
- Ability to assimilate information from different sources to generate achievable plans
- Attention to detail with ability to work under pressure
- Able to communicate efficiently and effectively with all other departments throughout the business
- Knowledge and experience of managing projects (university or work-related)
- Effective interpersonal, written communication and analytical skills
- Ability to meet strict time targets
- Leadership potential



- The ability to set high standards within a team dynamic

#### **WHAT WE EXPECT FROM YOU:**

- A professional approach
- An enthusiastic manner
- A commitment to excellence in all that you do
- Be a team player, willing to continuously and proactively collaborate, share, and seek information and guidance
- Self-driven to make a significant contribution to maximising AGR customer service

#### **ABOUT US**

We work extensively with international Blue Chip companies and many of our clients are US based multi-national corporations. We are especially experienced with complex and difficult applications. Our experience has been developed in the challenging markets of medical device, drug delivery and high-volume consumer disposables. New challenges involving difficult to handle products are a common occurrence. AGR Automation continually pushes the boundaries of capital cost, production speed, efficiency and reliability.