JOB TITLE	**PRODUCTION PLANNER**
Department	Operations
Location	Arbroath
Reports to	Planning Manager

The Production 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 help to develop robust manufacturing plans that meet our business needs with respect to volume, timing, resource utilisation and constraints, etc
- Assist with creating capacity plans for both machines and labour
- Monitor capacity metrics and ensure that shortfalls are addressed
- Investigate schedule variances
- Establish production sequences / lead times
- Create job order paperwork
- Ensure job orders are closed in a timely manner

WHAT YOU'LL BRING TO THE ROLE:

- Exceptional numerical skills
- Advanced working knowledge of Microsoft Excel
- Ideally a background in planning/scheduling in engineering environment
- It would be of interest if you had experience of ERP systems
- Of interest if you are educated to degree level in an engineering discipline
- 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
- Ability to meet strict time targets

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