

Job Description: Production Planner & Kerr despatch



We are passionate about wood. We use wood to manufacture bespoke homegrown fencing, pallet and packaging timbers. Our aim is to provide high-quality timber products that will help build our customers reputation. Over the past decade, we have quadrupled our production capacity. We have achieved this by investing in modern automated sawmill equipment, whilst retaining the manual procedures necessary to provide an extensive range of bespoke timber products. We are proud of our status as a successful UK manufacturing company based in the North East of England. All of our raw material is homegrown and all of our sales are within the UK.

Working closely with the sales and dispatch teams you will plan production schedules for our Annan site to optimise production whilst meeting customer expectations. Elevate and monitor any issues and ensure accurate communication and flow of all relevant data to all those who need to know

We have

A role based 4 days per week at our Durham site, with one day per week Annan, Dumfriesshire.

Working closely with the sales and dispatch teams you will plan production schedules for our Annan site to optimise production whilst meeting customer expectations. In addition, you will learn the planning element of our added value production at the Durham site.

Duties

For Annan Site

- Produce reports using Navision ERP system and export to excel.
- Manipulating spreadsheets in order to produce weekly and daily production schedules (will involve use of formulas).
- Produce daily schedules for all secondary processing – requires understanding of quality specifications and requirements
- Ensure stock recording is accurate and current
- Book all deliveries with customers
- Arrange transport for all outward deliveries

- Proactively monitor the production schedules to ensure the plan runs to time and if not liaise with Department Manager to anticipate, avoid and mitigate any potential issues

For Durham Site

- Produce reports using Navision ERP system and export to excel.
- Manipulating spreadsheets in order to produce weekly and daily production schedules (will involve use of formulas).
- Produce daily schedules for all secondary processing – requires understanding of quality specifications and requirements
- Check and post production runs
- Calculate efficiencies and communicate to department manager

People

- Be the first point of contact for production and despatch teams providing production information as requested.
- Strong, articulate communication and relationship skills with colleagues on all levels.
- Motivated, proactive in training, tenacious and enthusiastic.

Quality

- Advanced computer use exclusively in Excel and Outlook
- Excellent number agility
- Outstanding attention to detail
- Ability to prioritise tasks with effectiveness and efficiency
- Ability to multitask in a fast paced environment which will involve last minute changes, whilst maintaining a calm manner.

HSE

- Ensure cleanliness within department
- Ensure you wear all the required PPE provided
- Ensure all accidents, incidents and near misses are reported and assist in the investigation where necessary

Role reports

- Supply chain

Pay scale

- Salaried
- 23 days holiday plus 7 bank holidays
- Mini health care package (Simply Health)
- Pension in line with government guidelines
- Life insurance scheme
- Annual profit related bonus scheme (up to 5% salary)

Type of employment

- Permanent
- Full Time 42.5 hours |(including 2.5 hours breaks)
- Occasional out of hours/weekend work may be required

Hours

- Monday – Friday 08:00hrs – 16:30hrs

Location

4 days per week - Sherburn Hill, Durham
1 day per week & holiday cover – Annan, Dumfriesshire

COLLABORATION AND COMMUNICATION

- CREATES A CULTURE OF TEAMWORK
- BUILDS STRONG AND EFFECTIVE TEAMS

COMMUNITY SPIRIT

- GIVES BACK TO THE COMMUNITIES THAT SUPPORT US
- TAKE AN ACTIVE ROLE IN THE ENVIRONMENT

EXCELLENCE

- CONTINUES TO DRIVE FOR EXCELLENCE IN EVERYTHING
- DEDICATED TO EXCEEDING EXPECTATIONS OF INTERNAL AND EXTERNAL PARTNERS

HONESTY AND INTEGRITY

- OPERATES WITH TRANSPARENCY AND IS TRUSTED
- DEMONSTRATES HUMILITY AND SELF-AWARENESS

PEOPLE AT THE HEART

- CREATES A CLEAR VISION AND STRATEGY
- SAFETY AND WELLBEING ARE ABOVE ALL ELSE