



Production Planning Assistant

Last reviewed: February 2021

Reporting to: Production Resources Manager

Brief Description / Purpose of the function:

You will be responsible for ensuring production administration is correct along all aspects of production. Assist with the production schedules of specific products or projects, ensuring minimum down-time, delivery on time and the appropriate use of resources. Manage the coordination of the sub-contractor planning process, monitor inventory levels and regularly providing status update reports, as and when required.

Main areas of responsibility are as follows, but are not limited to:

1. Evaluating sales orders to create suitable production schedules.
2. Assist with verifying the amount of material, equipment, and labour required for production.
3. Promptly addressing and resolving production issues to minimise delays in production.
4. Coordinating production operations in accordance with material, labour, and equipment availability.
5. Manage the coordination of all sub-contracting relationships and processes, liaising directly with the contractors and production to ensure deadlines are adhered to.
6. Recommending viable solutions to reduce production costs as well as improve production processes and product quality.
7. Effecting changes to production schedules to ensure that production deadlines are met.
8. Compiling status and performance reports and submitting them to management in a timely manner.
9. Promptly informing the relevant departments of changes to current production schedules.

Safety, health, environment, risk and quality management

10. Maintain good housekeeping, a healthy and safe work environment and the safe use of equipment and machinery.
11. Ensure any health and safety concerns and/or issues are communicated/passed to the Health & Safety Manager.

Continuous Improvement

12. Initiate, participate and implement improvement programmes and initiatives (including methods to improve departmental performance and decrease operating cost).
13. Initiate and develop electronic reporting tools (Epicor, Excel Pivot Reports etc.) - striving for real time reporting, reduction in paperwork and information flow within the process.

Other

14. Ensure all work and conduct is in accordance with the Company Handbook and Company Business System.
15. Carry out any other reasonable request from time to time, as and when required.

Hours 39 per week, Monday to Thursday 07:30am to 16:30pm, Friday 07:30am to 12:30pm.
The company reserves the right to alter start and finish times, according to the needs of the business.

Location Llandygai Industrial Estate, Bangor.

Job Type Full Time, Permanent

All employees are expected to undertake any tasks as reasonably requested by management.

All employees are expected to maintain a professional image in standard of dress and conduct at all times when representing the Company.

It is the responsibility of all employees to comply with the policies and procedures of International Safety Components Ltd.

International Safety Components (ISC) Ltd. is committed to an Equal Opportunity Policy which means we employ and promote individuals based on their merits, regardless of race, colour, religion, gender, national origin, age, disability, veteran status, pregnancy, sexual orientation, gender identity or expression, genetic information, marital status, citizenship status, status with regards to public assistance or any other protected classification.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• GCSE or equivalent	<ul style="list-style-type: none">• Bachelor's degree in Supply Chain Management, Business Management, or related field is preferred.• Certified in Production and Inventory Management (CPIM) accreditation or other relevant certification is advantageous.
Experience	<ul style="list-style-type: none">• MRP experience (Preference: Epicor)• Previous supply chain experience	<ul style="list-style-type: none">• Working for an international organisation• Lean manufacturing
Knowledge & Skills	<ul style="list-style-type: none">• Have an interest in engineering• Advanced Microsoft Excel skills• Working knowledge of ERP systems.• Extremely organised, ability to prioritise workload.• Superior analytical and problem-solving skills.• Excellent communication skills (written and verbal)• Understanding of scheduling processes	<ul style="list-style-type: none">• MRP (Manufacturing resource planning)• Ability to use Epicor• Time in motion• Lean Manufacturing concepts.•
Personal Qualities	<ul style="list-style-type: none">• Self-motivated and able to take initiative when needed• Able to work to strict deadlines• Ability to communicate at all levels• Flexibility especially at the busy times when extra hours may be required• Self-directed with a high degree of self-motivation• High attention to detail• Analytical• Conceptual• Methodical• Broad scanning• Driven	