

## **Machine Shop Production Planner**

### **Job Description**

HYDAC Technology was founded in 1963 as an independent provider of hydraulic accessories including filtration, accumulators, valves, manifolds, coolers and electronic sensors. Today we are an internationally established group with over 8000 employees, 50 branch offices and 500 trade and service partners worldwide.

We currently have a vacancy for a Production Planner within our Manufacturing Department.

Reporting directly to the Machine Shop Manager, the successful candidate will be required to assist in the planning and control of the machine shop, assessing demand, raw material requirements, raising production orders and monitoring utilisation and efficiency, ensuring on time delivery of finished goods.

#### **Main duties:**

- Create, maintain and modify as necessary a manufacturing production plan for multiple machines across 2 shifts Mon to Fri, ensuring customer demand is met and capacity is fully utilised.
- Regularly perform MRP runs to fully understand dynamic product demand updates to support effective planning and team communication.
- Create product routings and support maintenance of SAP data around each item e.g. costings, times, vendor data, BOM's.
- Liaise with sales admin to provide accurate updates for product O.T.D. and/or capacity schedule contributing to accurate customer order confirmations.
- Fulfil "Release to Production" (R2P) requirements as set out in the R2P process.
- Ensure production orders are issued in a timely manner to match production plan so raw material can be prepared satisfactorily.
- Review entire raw material portfolio for the products machined, raise purchase orders when required and arrange appropriate call off schedules.
- Co-ordinate post machining activities making sure supply meets demand i.e. de-burring, goods movement.
- Oversee transfer of goods within Hydac facilities and locate as necessary.
- Control purchase requisitions from production order process, raise purchase orders and send to sub-contractors/suppliers, free issuing materials as appropriate, according to production plan.
- Confirm completion of production orders, review routings, updating times and final costs where necessary. Collect, collate and report data on machine utilisation and product cost with an eye to developing appropriate business unit KPI's.
- Provide clear and concise project management information on all levels throughout the business.

- Execute/communicate changes as a result of Engineering Change Notes, including any necessary updates to released Production Orders.
- Take a proactive role in weekly production meeting effectively communicating schedule status and leading team when required.
- To assist and support the Machine Shop Manager as required.
- Management may, from time to time, require you to carry out tasks in addition to your normal duties, provided these tasks are both reasonable and within your capabilities.

## **Essential Requirements:**

- Experience of working within a Production Environment
- Ability to work under pressure and to deadlines
- Ability to work as part of a team
- Computer Literate
- Excellent Communication skills
- Experience of Production and/or Assembly planning and scheduling
- High level of experience in SAP or equivalent ERP MRP systems
- Material scheduling experience
- Production and inventory experience
- Capacity planning of machinery and resource hours

## **Desirable**

- Educated to GCSE A to C level standard or equivalent in 3 subjects (inc. English and Maths)
- Project planning experience
- Experience of ISO 9001 Standards
- Experience of stock control procedures