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SOMERS FORGE LIMITED

**JOB SPECIFICATION**

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| **JOB TITLE: Production Planning Manager**  **REPORTING TO: Operations Director** |

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| **DEPARTMENT: Production and Planning** |
| **SUPERVISORY RESPONSIBILITY: Responsible for Production Assistant** |
| **JOB PURPOSE:** To create, manage and maintain the production scheduling process to ensure customer requirements are met whilst driving to meet budgeted output. You will be responsible for progress chasing inventory internally manufactured and to support subcontracted items. |
| **MAIN DUTIES AND RESPONSIBILITIES:**   * Adhere to Somers Forge HSE policy * Chairing & providing relevant data for the following internal meetings:   Mon-Fri SQCDP morning management meeting  Mon, Wed, Fri Sales Meeting  Tue – Forge Planning Meeting   * Produce and update monthly plans of all open orders. * Issue priority lists to all departments * Upkeep and maintain ERP system INFOR – Training given. * Liaison with customers if needed * Schedules for key customer accounts * Monthly reports to SLT * KPI reporting and attendance at monthly meetings. * including weekly updates * Training employees in all aspects of production planning. * To meet daily requirements as required |

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| **PRINCIPAL ACCOUNTABILITIES:**  You will be required to set and be responsible for meeting departmental KPI’s and production output targets in collaboration with productions managers/team leaders and commercial staff. |
| **JOB CHALLENGES:**   * OTIF * Sales / Budgets * Production Planning for the business * ERP system |
| **RELATIONSHIPS:**  An effective and experienced communicator right across the business, from shop floor to the senior management team. Close customer and subcontract contact. |
| **ADDITIONAL INFORMATION:**  This is a key role within the Somers team and will need to be a good communicator for all areas of the business. |

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