



Job Title:	Production Planner	Department:	Operations
Location:	Head Office, Edinburgh	Position Type:	Full Time
Level/Salary Range:		Reports To:	Head of Supply Chain
JOB DESCRIPTION			
Role Overview			
As an integral part of the Supply Chain team, our Production Planner will work across multiple production sites you will be responsible for ensuring that production is optimized to ensure we are stocking the correct inventory levels, whilst minimizing costs.			
Key Tasks			
<ul style="list-style-type: none"> • Optimise inventory levels by utilising planning systems to translate sales forecasts into a 12 week master production schedule, and 6 month production forecast, for our brewery and all 3rd party production sites • Lead production scheduling on I&G packaging lines • Lead and participate in production plan meetings with Brewing partners • Ensure that production plans are being met accurately by all production sites • Successfully manage and adapt to fluctuations in demand to ensure consistency of supply • Ensure the brewing and packaging materials are available to meet production requirements • Issue stockholding information to key stakeholders and champion ongoing communications with the operations and sales teams to ensure the accurate exchange of information • Build and issue production control documents to the brewery, and maintain visibility of WIP in the system through the management of production orders • Responsible for receipting finished goods into stock and raising and updating production orders • Act as the point of contact for a number of key partners, including our 3rd party production sites, and build and maintain strong relationships within the organisation • Meet inventory level, obsolescence and supply KPIs 			
Additional Tasks			
<ul style="list-style-type: none"> • Initiating and maintaining SOPs for all relevant workflows • Dry Goods Purchasing • Tanker Scheduling • Stock Reconciliation at Brewing Sites • Provide support to the ops team for any adhoc activities 			
Qualifications & Education Requirements			
<ul style="list-style-type: none"> • Minimum of 3 years' experience in an FMCG Supply Chain role. Must possess an excellent knowledge of supply chain operations in an FMCG manufacturing environment • Degree qualification and experience in Production Planning would be preferable 			
Competencies Required			



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- IT/Systems experience – Excel / SAP B1 / MRP
 - Excellent communication skills – ability to work autonomously and as part of a team
 - Strong attention to detail, problem solving skills
 - Enthusiastic, diligent and self-starting
 - Experience dealing with 3rd party production sites

Additional Notes

Reviewed By (Dept Manager)

**Date (Yearly Update
Required)**