



Department: **Production Planning**

Job Function: **Production Stock Planner**

Reporting To: **Planning Manager**

Expectations

Qualified Production Stock Planner to organize production according to demand and quality standards, ensuring all stocks are produced on time for distribution in a profitable manner.

The goal is to ensure the smooth and cost-efficient flow of our stock production operation.

Skills Required

Proven experience as production planner

Excellent knowledge of production planning and quality control principles

Experience in MRP (Manufacturing resource planning)

Excellent mathematical and statistics skills

Strong organizational and problem-solving skills

Excellent communication abilities

Well-versed in production procedures and ways to optimize them

Organized and results-driven

Advanced communication and computer skills in Microsoft, ERP systems and Pastel Evolution are an added advantage for the role

Qualifications

High school diploma; Further education or certification is preferred

Or 3 to 5 years' experience

Responsibilities

Coordinate production stock planning for one or multiple products

Plan and prioritize operations to ensure maximum performance and minimum delay

Monitor jobs to ensure they will be completed on time and within budget constraints

Address issues when they arise aiming for minimum disruption

Obtain output information (number of finished products, percentage of defectives etc.)

Prepare and submit status and performance reports

Collaborate with quality control, warehouse, sales and other staff

Plan and prepare production schedules to establish sequence and lead time of each operation to meet delivery dates according to sales forecasts or customer orders.

Monitors project's progress to ensure it's following the schedule

Troubleshoots problems that occur during production

Analyse production specifications and manufacturers capacity data and perform mathematical calculations to determine manufacturing lead times

Expedite operations that delay schedules and alter schedules to meet unforeseen conditions

Prepare lists of required raw materials, fabrics and trims.

Prepare purchase orders on suppliers

Liaise with sales division to determine customer requirements and product forecasts

Monitors production and raw material costs

Prepares reports about production processes for upper management and suggests ways to improve efficiency