

Job Description

Job Title: Internal Planning Coordinator

Based: Techni Limited, Shrewsbury

Reports to: Supply Chain Manager

Role Purpose: As a key member of the Supply Chain process, you will provide planning and administrative support to the Warehouse, Workshop, Sales and Supply Chain Teams to assist in goods being dispatch on time using our in-house stock management system.

Key responsibilities and accountabilities include but not limited to:

- Planning and Coordination of the daily schedules for the warehouse
- Using the stock management system to work with the Warehouse Manager on ensuring they have the necessary paperwork to build stock and customer orders
- Check and plan material availability for Warehouse and Workshop requirements by working with the Supply Chain Manager
- Analyse sales / stock usage with reports to identify changes and additions to better plan the stock and customer builds
- Ensure availability of parts and all BOM items for planned jobs
- Management of production schedule
- Issue of monthly reports to the Departmental Manager detailing achievement against schedule and results of monthly activities.
- Create Part Numbers and Assemblies with guidance from engineers
- Assist in the running out of components with the Purchasing and Sales Teams.
- Create and amend works orders in the plan to achieve customer service and stock targets
- Issue and receipt stock on stock management system
- Analyse trends and adapting where necessary to meet customer and company objectives
- Assist in the writing up of department procedures
- Any other duties as required by the business

Essential Skills / Training for role

- Good computer skills/Microsoft package proficiency
- Critical thinking and problem-solving skills
- Good attention to detail and accuracy
- Sense of ownership and pride in your performance and its impact on our company's success
- Willing to learn and expand your current knowledge
- Adaptable to change
- Team player
- Excellent time-management skills
- Great interpersonal and communication skills
- Enthusiastic and passionate
- Ability to multi-task and prioritise effectively
- Working knowledge of MS Office and ERP systems

- “Can do attitude”
- Integrity — Job requires being honest and ethical
- Initiative — Job requires a willingness to take on responsibilities and challenges
- Stress Tolerance — Job requires dealing calmly and effectively with high stress situations