


axiom

Job Role Definition for
Planner

Name:			
Job Title:	Planner		
Department/Section: Planning	Reports to:		
	Date approved:	July 2024	

<p>Main Purpose of Role</p> <p>To effectively plan customer requirements to achieve expected delivery dates, maximising Axiom efficiency with minimum inventory levels.</p>
<p>Outcomes of Role</p> <ul style="list-style-type: none"> • 100% OTIF - Customer orders are delivered on time and in full. • All customer requirements are clearly understood and entered into MRP system, reconciled with the BDG Sales forecast – Customer by Customer. • Clear visibility and achievement of the planned production is available on a daily/weekly basis which, where required, is communicated to the Customer (via BDG). • Despatch requirements are clearly communicated via a weekly Despatch plan on and adhered to. • Inventory levels are at the agreed (with Customer via BDG) minimum required to achieve customer deliveries effectively. • Management of production works orders to eliminate aged orders.
<p>Reporting Structure</p> <p>Reporting to:</p>  <pre> graph LR MD[Managing Director] --> P[Planner] P --> B[] </pre>

Job Scope

<p>Responsibilities</p> <ul style="list-style-type: none"> • Enter all customer requirements into MRP system, taking into account material lead-time considerations. • Undertake regular reviews of order book loaded with BDG and / or customer. • Ensure short leadtime orders are negotiated and agreed with purchasing prior to loading in MRP. • Run MRP process ensuring MRP output is as stable as reasonably possible. • Manage the implementation of ECNs at build level. • Create all manufacturing works orders, and subsequent management of those orders. • Maintain ERP parameters where appropriate. • Ensure material kit picking requirements are scheduled and adhered too. • Monitor and progress orders through production. • Work closely with production to balance workload to maximise efficiency and effectiveness. • Maintain the despatch plan with Logistics. • Ensure expected delivery dates are readily available to customers. • Ownership for individual customer OTIF results. • Liaise with other departments to assess risks to plan and produce appropriate alternatives solutions where required. • Coordinate necessary activities with support departments to assist manufacturing and buisness requirements. • Maintain department SOPs. • Ensure that all company operating values and compliance procedures are adhered to at all times, including quality management, health and safety, legal stipulation, environmental policies and general duty of care. • Any other duties deemed necessary. •
<p>Authority Levels</p> <ul style="list-style-type: none"> • To be agreed with your Line Manager

Person Specification

<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Skills (include professional or educational qualifications required)	
<ul style="list-style-type: none"> • Good computer skills • Demonstrate a high standard of written and oral communication skills 	
Knowledge/ Experience	

<ul style="list-style-type: none"> • Previous experience in a similar role 	<ul style="list-style-type: none"> • Experience within the electronics industry preferable
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Competencies

Leading and Deciding
<ul style="list-style-type: none"> • Takes initiative, acts with confidence and works under own direction. • Makes prompt, clear decisions which may involve tough choices or considered risks.
Supporting and Cooperating
<ul style="list-style-type: none"> • Demonstrates an understanding of different organisational departments and functions. • Demonstrates integrity. • Listens, consults others and communicates proactively.
Interacting and Presenting
<ul style="list-style-type: none"> • Establishes good relationships with customers and staff. • Speaks clearly and fluently. • Expresses opinions, information and key points of an argument clearly. • Manages conflict. • Projects credibility.
Analysing and Interpreting
<ul style="list-style-type: none"> • Writes in a well-structured and logical way. • Shares expertise and knowledge with others. • Analyses numerical data, verbal data and all other sources of information. • Breaks information into component parts, patterns and relationships. • Demonstrates an understanding of how one issue may be part of a much larger system. • Makes rational judgements from the available information and analysis.
Creating and Conceptualising

- Demonstrates a rapid understanding of newly presented information.
- Seeks opportunities for organisational improvement.
- Works strategically to realise organisational goals.
- Takes account of a wide range of issues across, and related to, the organisation.
- Encourages and organisational learning approach (i.e. Learns from successes and failures and seeks staff and customer feedback).

Organising and Executing

- Manages time effectively.
- Focuses on customer needs and satisfaction.
- Works in a systematic, methodical and orderly way.
- Demonstrates commitment to the organisation.

Adapting and Coping

- Adapts to changing circumstances.
- Deals with ambiguity, making positive use of the opportunities it presents.
- Works productively in a high pressure environment.
- Handles criticism well and learns from it.

Enterprising and Performing

- Demonstrates financial awareness.

HR Manager Name: _____

HR Manager Signature: _____

Date: _____

Job Holder Name: _____
Job Holder Signature: _____
Date: _____