**JOB SPECIFICATION**

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| **Job Title:** Production & Materials Planner**Reporting To:** Operations Director**Job Purpose:** To create production schedules and plan material availability to meet required delivery expectations***WHO WE ARE:*** *Family owned and managed, Mackle Petfoods was founded in Co Tyrone in 1972. Exporting into 18 global markets and producing over 70 million cans and 30 million trays annually, the Mackle Petfoods brand family includes Naturo Natural Pet Food, Norsh Petfoods, Cat Club, and Brandy.* *In 2022, Mackle Petfoods celebrate 50 years in business. This second-generation manufacturing business is led by John Mackle; an inspirational leader who demonstrates genuine care and support for his employees every day. This is a family business which genuinely treats employees like family, it’s a great place to work!***Main Responsibilities:*** Create and monitor production plans to ensure stock availability as required to meet customer delivery expectations while ensuring maximum efficiency by minimising the impact of changeovers.
* Create works orders and maintain ERP system
* Liase with production and purchasing to ensure that the correct materials are available as required by the production schedule.
* Work with the sales team to develop an effective forecasting function
* Communicate any stock availability issues regularly with logistics and sales departments.
* Distribute production plan to all departments on a regular basis. Communicate any deviations from the planned schedule to all stakeholders.
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**PERSON SPECIFICATION**

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| **Job Title: Purchasing and Materials Planner**

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| *Criteria* | *Essential* | *Desirable* |
| Knowledge | * Good level of education
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| Relevant Experience | * Previous experience in a production/material planning role.
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| Skills & Competencies | * Excellent communication skills
* Excellent time management skills
* Ability to work to deadlines and manage multiple tasks
* Excellent organisation skills
* Proficient in the use of MS Office software (particularly Excel)
 | * Experience of Business Central ERP system
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| Circumstances | * Available to work flexible hours
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**BENEFITS OF WORKING WITH US:**

* Competitive Pay
* 22 Holidays (Plus extra for length of service)
* 9 Statutory Bank Holiday Closure days
* Private Medical Insurance
* Family Friendly
* In-house and certified training opportunities
* Study Programmes
* Health & Wellness Initiatives
* Christmas incentives
* Free on-site car parking
* Free electric car charging points