



Job Description

Job Title: Planning Manager
Reporting To: Commercial Director
Job Summary/Purpose: Stock Control and Management Through the Business

Duties and Responsibilities:

Person Specification

- True team player – to be the central point of data flow between Sales, Procurement, Production and Logistics
- Constantly striving for efficiency, and searching for new way of working
- Logical and obsessive about detail
- Obsessive about communication
- Happy to challenge historical processes
- Positive and extrovert personality.
- Decisive but with supporting evidence
- Experience of Food Manufacturing

Required Skills

- Spreadsheet competence minimum 8/10
- Logistics and storage experience
- Familiar with MRP Data handling
- Understanding of Operational cost-drivers

Key Responsibilities

- Manage the materials and information flow through the business from demand to supply
- Stock ownership – raw materials, packaging and consumables, both on-site and on contract
- Able to translate a Sales forecast into resource requirements by department
- Assess and choose potential options for production
- Self-assess own performance and produce daily/weekly reports
- Review and adjust the plan as a live document as business needs change

Breakdown of Responsibilities

- Capacity Plans for all factories based on:
 - Customer demand
 - Likely manning levels over agreed period
 - Raw material availability
 - Apply stock policy based on projected volumes
 - Minimise changeover time
 - Allow for engineering activity
- Stock Management
 - Ensure production of products to match the requirements of external requirements
 - Ensure that required materials are available for production

Issue No: 1

Issue Date: 29th April 2022

Document Ref: PJD141

Authorised By: Mike Bullock

- Monitor sales and demand from customers and build these requirements into planning models
- Develop, maintain and follow stock holding policy
 - Classify SKUs as A B or C types with a holding that optimizes the level of stock held
 - Set target stock holding of FGs and RMs
 - Identify SKUs that do not perform to forecast
- Monitor production to verify that output will match demand and alert stakeholders if an issue is likely
 - Maintain contact with factories at regular intervals to check performance is at planned levels
 - Maintain contact with Engineering to ensure PM works adhere to plan
- Maintain KPIs, manufacturing, sales and, RM and FG holding.
 - Produce daily and weekly reports on performance
- Main goal - produce weekly production plans based on the capacity plans, orders and customer stock holding (where available). Review plans daily
- Chair a weekly planning meeting with key stakeholders to communicate required resources

Key Contacts

- Sales Team
- Operations Manager
- Shift Managers
- Purchasing
- Engineering
- Logistics
- Contract Storage Providers

Name (Printed)	Signature	Date

***This document is designed for guidance only and is not exhaustive.
Duties may change or be added and deleted to meet the changing requirements of the business.***