

JOB DESCRIPTION

Job Title	Production Planner
Department	Production Office
Responsible To:	Production Administration Manager
Main Purpose of Job:	The efficient planning of the production/factory departments.

MAIN DUTIES AND RESPONSIBILITIES

- To be responsible for the receipt and subsequent issue of information to the appropriate factory and company departments.
- To assist in the procurement of “non-stock” items required in the production process in line with the production programme. Items to include but not limited to: Dyes, aggregates, admixtures, cast-in or bolt on fittings, reinforcement, moulds, stone, bricks etc.
- To be responsible for the weekly amendments to the production workload chart from the accumulated information.
- To monitor the project specific casting programmes and advise the Production Administration Manager of any forthcoming concerns i.e., late schedules and material availability.
- To monitor the progress of sub-contract sources and report to the Production Administration Manager.
- To maintain records of actual hours against allowed hours for steel shop, joiners and casting departments. From information records collate project and departmental specific efficiency reports and issue weekly to the Production Controller.
- To maintain tidy and concise project specific files.
- To maintain tidy and concise general files and records.
- To be responsible for the reconciliation of information as generated by the yearly (or more frequent) stock take function.
- To provide information to the Production Administration Manager on any work deemed to be a variation to the original scope.
- To provide information/update records relative to Health and Safety, Plant, HR etc.
- To assist in other areas of the Production Department in order to alleviate overload situations or cover during absence of other personnel.
- Supply information for the preparation and issue of delivery programmes, taking into account factors such as site requirements, trailer logistics, loading department workload.

- Any other duties as required by the Production Administration Manager in order to assist the smooth running of the Production Department.
- To be responsible for the organising and co-ordinating of our sub-contractors.
- To be responsible for the planning and producing of programme of works.
- Supply information to other departments based upon daily occurrences.
- Produce progress reports based upon current site activities.
- To be responsible for the co-ordination of certain quality control procedures