

Planning Assistant

- Part time Mon-Fri
- Permanent role
- Competitive salary
- Benefits package

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Careers

Due to continued growth and expansion, we have a fantastic opportunity for an experienced Planning Assistant to join our award winning organisation. Based at our head office in Somerset the role is responsible for assisting in the successful planning of all production activities.

Main responsibilities include

- Daily planning tasks; including reviewing and converting shop order requisitions, reviewing MRP messages and taking required action, assisting the Production Planner in their daily tasks.
- Daily stock takes; generating the daily count reports, review and resolution of count discrepancies.
- Third party manufacturing; raising and processing purchase orders as required, ensuring supplier materials are in place, organising deliveries as required.
- Offsite stock admin; monitoring stock levels at our offsite warehouse; arranging deliveries as required, receipting and further processing of purchase orders.
- Supporting the team with additional duties as and when required.

Essential candidate skills

- An understanding of production planning in a fast moving manufacturing environment would be beneficial for this role.
- Experience of working with ERP or MRP systems is preferred, as are excellent IT skills.
- Good with numbers and excellent problem solving skills
- Excellent communication skills and experience of building relationships with colleagues across the business.

To apply for this opportunity, please send your CV plus a covering letter giving details of your current salary to:

Claire Rowswell, HR Manager – claire.rowswell@protexin.com

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