

Job Description



Job Title	Production Planner
Reports To	DNSP Manager
Current Level	15
Department	SCM – HO
Number of Direct Reports	0
Total Number of Team Members	05

Purpose of Role:

The purpose of the production planner role is to optimize production efficiency, meet demand requirements, manage inventory levels, ensure on-time delivery, support quality and compliance, and drive continuous improvement.

Areas of Responsibilities / Accountabilities:

Areas of Responsibility	
1	Generate and review production schedule in alignment with Sales' requirements and production capacities.
2	Monitor production status and ensure timely stock availability for ordering
3	Develop and maintain production schedules to ensure timely and efficient manufacturing of products while meeting demand forecasts.
4	Coordinate with Production, Engineering and Utilities departments for effective production runs and minimum losses on maintenance planning and scheduling with minimum production downtimes.
5	Assess production capacity and resource availability to determine the feasibility of meeting production targets and identify any potential constraints.
6	Identify opportunities for process optimization and efficiency improvements in production planning processes to enhance productivity and reduce costs.
7	Ensuring MSA adherence with production team
8	Foster strong communication channels between production, procurement, logistics, and other cross-functional teams to ensure alignment of goals and priorities
9	Identify potential risks to production schedules and implement contingency plans to mitigate disruptions such as equipment breakdowns, supply shortages, or quality issues.
10	Generate regular reports on production performance, key performance indicators (KPIs), and variance analysis to track progress against targets and identify areas for improvement.

Key Skills/Experience Required:

Qualification:

- Bachelors/MBA in supply chain Management.
- Bachelors in Engineering

Job Description

Knowledge/Skill/Competencies:

- Ability to motivate people.
- Team building and advanced coaching skills.
- Strong Leadership.
- Excellent interpersonal communication and listening ability.

Job Specific Skills:

- Knowledge of production process preferably of dairy sector company.
- Knowledge of safety rules.
- Knowledge of analytical tools.
- Computer skills.

Experience:

- 5-8 years progressive experience in Supply Chain at FMCG Sector.
- Experience in Supply Chain management.
- Experience in inventory management.
- Experience of warehouse/stores management.