

Production Planner

OPPORTUNITY

Ainira Industries is currently seeking applicants for a Production Planner to join our group in Bucharest, Romania.

JOB DESCRIPTION

The Production Planner is responsible for issuing and tracking work orders, ensuring that required material is supplied to production floor, as according to the production schedule; procurement functions directly associated with the company's needs for production materials and services; timely planning and scheduling of receipt and inventory control of the products and services. This position is also responsible for expediting and prioritising work orders.

RESPONSIBILITIES

- Plan and manage production schedules to ensure 100% on-time delivery to customer orders
- Create, edit, and maintain necessary documentation
- Analyse sales order release with respect to capacity planning and material requirements
- Complete shipping information and delivery date input
- Order floor stock with shelf life material for production
- Coordinates the planning of schedules and inventory control parameters
- Performs other duties as required by management

SKILLS and ABILITIES

- Certificate III or Diploma, expertise with planning within a manufacturing environment seen favourably
- Time management, organisational, and decision making skills
- Intermediate proficiency in MS Word, Outlook, Excel and PowerPoint
- Ability to operate in a dynamic start-up work environment required
- Problem analysis and solving skills in a technical capacity
- Detail and team oriented, and takes initiative
- Effective oral and written communication with Standard English

COMPENSATION

The Company offers a competitive compensation and benefits package, including salary and company stock.

APPLY

Click "Apply" below or use form in the Contact section – quote the reference number HR-MFG-41. Only the shortlisted candidates will be contacted. Thank you for your interest.