

## JOB DESCRIPTION

### Role Details

<b>Position title:</b>	Production Planner
<b>Reports to:</b>	Design Manager
<b>Department:</b>	Production Planning & Design
<b>Function:</b>	Production Planning
<b>Direct reports:</b>	N/A
<b>Revisions:</b>	1

### Role Purpose:

The production planner is a key position in the caravan operations and will be responsible for the development and maintenance of production plans, regular reporting and management of overseas container arrivals and delivery schedules. The Incumbent will have strong self motivation, willingness to learn and organisational skills to drive and achieve project uptime and production targets of projects and must be capable of working independently or within a team environment.

### Role Responsibilities

Key Responsibilities	Brief Description of Duties
<b>Daily Management &amp; Administrative Tasks</b>	<ul style="list-style-type: none"> <li>• Troubleshoot daily project system issues with Technicians to meet Develop and maintain production plans for short (0-3 months) and medium (3-6 months) in line with container delivery sequence/production plan and manage customer priorities.</li> <li>• Ensure accurate entry and maintenance of master data for Production Planning, including product codes, raw materials, bills of materials, etc.</li> <li>• Review overseas container arrival dates, manage priorities and provide sequence for deliveries.</li> <li>• Provide detailed reporting and visibility of information to the business in a regular, highly structured manner.</li> <li>• Develop and report on key metrics in relation to Production Planning</li> <li>• Investigate any non-conformance impacting delivery to customer utilising own skill and that of Production team members</li> <li>• Facilitate testing and QMS procedural requirements within the production plans to ensure compliance is met with internal and external standards</li> </ul>
<b>Policy &amp; Procedure Development</b>	<ul style="list-style-type: none"> <li>• Assist in developing standard operating procedures</li> <li>• Assist with safety documents as requested</li> <li>• Participate in the S&amp;OP process through sharing of production capacity related information and issues.</li> </ul>
<b>Self-Management</b>	<ul style="list-style-type: none"> <li>• Adhere to all health and safety rules and company policies.</li> </ul>

<b>Stakeholder engagement</b>	<ul style="list-style-type: none"> <li>Collaborate with Customer Service, Procurement, Sales, Marketing and Manufacturing teams to ensure all functions are being met with adequate support</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>Providing regular assistance and training to others as required</li> </ul>

### Key Competencies

<b>Effective Communication</b>	<ul style="list-style-type: none"> <li>Strong interpersonal skills with demonstrated ability to operate in a collaborative working environment</li> <li>Ability to presents information both clearly &amp; concisely</li> <li>Strong communication skills both written and oral</li> </ul>
<b>Organisation of work</b>	<ul style="list-style-type: none"> <li>Implements good time management, task allocation and priority assignment in addition to personal organisation</li> </ul>
<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>Ability to resolve problems, develop and implement countermeasures</li> </ul>

### Qualifications & Experience

- Tertiary qualifications in relevant disciplines (preferred)
- High level of competence with MS Office packages (especially excel)
- Experience in ERP platforms
- Experience in production planning in a commercial manufacturing environment
- Bilingual (Mandarin) is essential for success in this role
- Strong work ethic, positive team attitude and able to work in a fast-paced environment.

**Other:** Applicants for this position should have valid working rights for Australia.