



Job Title	Apprentice Production Planner
Location	BLACKBURN
Reports to	Production Planner
Post number	

Aim

- To gain a recognised qualification in either customer service or manufacturing with on-the-job training through our local training provider
- 6 months in a manufacturing environment to understand the capabilities of the machinery and the complete production process
- 6 months in a commercial area of the business to understand the customer journey and requirements

Main duties and responsibilities

- Work closely with the production planner and relevant teams to create a schedule based on customer requirements, staffing availability, materials and the machinery capabilities.
- Liaise with the sales department and manufacturing department so all orders are being scheduled to meet the customer delivery dates.
- Work closely with members across the business to ensure that demand is aligned with production requirements.
- Stock control to evaluate the constant changing stock levels and arrange for repeat tickets to be created.
- Working with the production planner to participate in continuous improvement of planning systems, drive improved accuracy and efficiency.
- Any other business when required.

Skill required for this role:

- Communication skills
- Attention to detail
- Organised
- Flexible and willing to meet the needs of the business
- Logical and numerate
- Strong PC skills especially Excel
- Team Player
- Ability to process information from multiple sources and achieve best results
- Highly motivated and enjoys working to tight deadlines.

Please email our HR Manager Anita.golds@heritage-envelopes.co.uk with your full CV and covering letter.