



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 a local training provider
- 6 months in the manufacturing environment to understand the environment, Capabilities of the machinery, production of the product.
- 6 months in the Commercial areas of the Business to understand the customer journey

Main duties and responsibilities

- Create and maintain schedules orders for formulation/filling and despatch using workers and resources in the most effective manner
- Ensure timely issuance of schedule to relevant teams and update schedules based on staffing levels, machine issues etc
- Monitor schedule and progress of each manufacturing resource throughout the day.
- Liaise with sales team, product specifications, accounts team, dispatch teams to ensure that orders are only progressed
- Monitor progress of schedule on daily basis, resolve issues and non-conformance and put in place solutions to prevent re-occurrence of production errors
- Communicate delivery dates in a timely manner with Sales staff and assure on time delivery of orders to spec.
- Work closely with the across the business sales team 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
- Monitor progress of schedule on daily basis, resolve issues and non-conformance and put in place solutions to prevent re-occurrence of production errors.
- Participate in continuous improvement of planning systems and drive improved accuracy and efficiency.

- Contribute cross functional meetings to improve, and or expedite service to the customer.

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 Access and 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.