**Responsibilities**

* Coordinate production workflow for multiple products and machines.
* Plan and prioritise operations to ensure maximum performance and minimum delay.
* Determine manpower, equipment and raw materials needed to cover production demand.
* Schedule shift according to production needs.
* Monitor jobs to ensure they will finish on time and in full.
* Address issues when they arise aiming for minimum disruption.
* Obtain output information, Plan attainment and schedule adherence.
* Prepare and submit status and service reports
* Collaborate with operation areas to resolve issues or concerns.

**Requirements and skills**

* Proven experience as production planner.
* Excellent knowledge of production planning.
* Working knowledge of MS Office.
* Good at maths and data analysis.
* Strong organisational and problem-solving skills.
* Excellent communication abilities.