

Job Description

---

**Position Title:** Planner  
**Department:** Planning  
**Job Holder:** .....  
**Reporting to:** Manager Production Planning (OP)

---

**Key Duties**

- Build and control the master production schedule in machining manufacturing process and all related activities to ensuring the correct execution of production

**Authority**

- Responsibilities are in accordance with our management system, code of conduct, values

**Responsibilities**

- Build and secure the production schedules. This process goes from release work orders and follow up that they are executed in an exact manner. The position will calculate balances of parts to satisfy the demand. Set the productions schedules to ensuring on time shipments in agreement with the goals of the company. Control and coordinate each production work center for manufacturing parts activities, rework of parts and maintenance activities. The position work together with the departments of manufacturing, engineering, distribution and quality to coordinate activities and work programs and schedules. This position will be accountable for build the finite production program schedule weekly by work center and assure its fulfillment with the support of assembly, engineering, quality and distribution. Prepare and keep updated all information related to capacity requirements plan, hours to execute, executed hour etc. Build monthly and yearly metrics reports of the planning area as: due date, fulfillment etc. Schedule and update customer orders to with reliable delivery dates. Cost-conscious. Perform the tasks assumed to be part of the position or directed by line manager. Own Quality monitoring

Deviations handling (e.g. report, analyse, corrective action, follow up). Be a part of various projects

Contacts/co-operation within the company, mainly within the team and with Managers and Coordinators in manufacturing departments

**H&S Responsibilities**

- Reports incidents, accidents and risks

**Quality Responsibilites**

- Report incidents, accidents and risks

**Environmental Responsibilities**

- Report incidents, accidents and risks

**Personnel and work environmental Responsibilities**

- None

**QUALIFICATIONS**

**Education**

- Bachelor's degree in a business related discipline, preferably in Operations or Supply Chain Management

**Required Knowledge**

- Good command of spoken and written English. Documented understanding from supply chain methodology specifically in planning and call of

**Experience Required**

Minimum 1-1,5 years experience from similar job areas or other valuable experience. Experience from working in larger business systems. Experience from other companies and LEAN manufacturing is appreciated

**Personal Skills/Abilities**

Self motivated and organized. Willing to make an extra effort when needed. Good ability to handle problems that are sometimes complicated and/or diverse/complex. Good communication skills, people person