

Production Planner

We are a rapidly growing sustainable office furniture company creating beautiful offices at 80% less environmental impact and half the cost of furniture made from virgin resources.

We are looking for a Production Planner to support the team at our High Wycombe Production and Warehouse facility.

About the Company:

Rype Office is a leader in the Circular Economy and is rapidly disrupting the office furniture sector. Our ambition is to become a global furniture and office design company, creating a positive impact on the world.

To-date we have

- Saved over 1 million kgCO₂e of greenhouse gas emissions
- Avoided 400 tonnes of furniture going to waste
- Provided over 7,000 hours of work for local long-term unemployed people with disabilities

For more information about Rype Office please visit our website: www.rypeoffice.com

Position:

As the Production Planner, you will be responsible for translating customer orders into a production schedule, ensuring that both manufacturing and warehouse departments are kept up to date with any daily changes of the production plan.

You will also assist with creating a 5 day fixed plan, ensuring it is planned efficiently without effecting customer delivery dates.

In the role of Production Planner you will also be involved with commissioning additional external capacity for processes, such as metal polishing, powder coating, 3d printing and upholstery activities.

We are looking for someone who is:

- Purpose-driven, with a desire to make an impact environmentally
- Friendly and enthusiastic with a can-do attitude
- Well organised, able to multi-task using a structured approach to delivering on every promise
- Well-spoken with good written English

Key Responsibilities:

Specific responsibilities include:

- Preparation and issuing of the production plan on a weekly basis with ability to update daily
- Conduct weekly planning meeting with manufacturing & operations
- Support manufacturing by reporting project production status to optimise finished goods stock

- Work collaboratively with manufacturing to ensure NPI trials are effectively planned
- Develop excellent inter-departmental relations following company policies and modern practices.
- Liaise with subcontractors to manage additional capacity
- Converting project BOM's into the Current Production Schedule.
- Working closely with the Process Expert to develop robust cycle times
- KPI production to include, but not limited to:
 1. Work centres capacity
 2. Material lead times & availability
 3. Manpower & availability
 4. Finished goods stock holding
 5. Slow moving stock

Required skills and experience:

- Manufacturing planning knowledge
- Effective communication skills (oral, written and presentation)
- Decision maker and problem solver
- Strong attention to detail
- Proficient in MS Office (Excel, PowerPoint, Word, Outlook)
- Self-motivated
- Good teamwork skills
- Eligible to work in the UK

Desirable (but not essential):

- Knowledge of lean practises
- Manufacturing awareness
- Upholstery awareness
- Knowledge of Kanban processes

Location:

This role is based in our High Wycombe facility.

Package:

Your salary will be competitive and depending on experience.

To Apply:

Send your application, comprising a CV and a cover letter highlighting your relevant suitability for the role, to Georgette at brent.works@brent.gov.uk