

Production Planner

Sustainable Office Furniture Company

Rype Office is a rapidly growing and award-winning office furniture remanufacturer. Our remanufacturing approach reduces carbon emissions by 80% and costs by 20% compared to furniture made from virgin resources.

We are seeking a full-time Production Planner for our High Wycombe factory.

Position:

As Production Planner, you will be responsible for translating customer orders into a production schedule and sharing this with the procurement, manufacturing and warehousing teams.

You will be creating 5 day fixed plans, ensuring they are planned efficiently without affecting customer delivery dates.

In this role, you will work with the Procurement team to commission additional external capacity for processes, such as metal polishing, powder coating, 3d printing and upholstery activities.

You will be reliable and hardworking, with a flexible can-do attitude and share our interest in recycling and reducing waste.

Location:

You will be based at Rype Office's premises in High Wycombe, Buckinghamshire.

Remuneration:

Competitive and dependent on experience.

Key Responsibilities:

- 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 Bills of Materials (furniture schedules) into the Current Production Schedule (Rype's planning tool)

- Working closely with the Production Manager to develop robust cycle times
- Identifying and implementing improvements in Rype's production planning processes and systems
- 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

Essential skills and attributes to perform the role:

- Proven experience as a Production Planner
- Excellent knowledge of production planning and quality control principles
- 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)
- Good teamwork skills
- Eligible to work in the UK

Desirable skills, experience and qualifications (but not essential):

- First Aid training

The successful candidate will be:

- Self-motivated and well-organised
- Caring and respectful of the environment
- Focused on quality and have an eye for detail

To Apply:

Send your application, comprising a CV and a cover letter sharing with us your experience and why you are the best candidate for this role to Edna at jobs@rypeoffice.com.

We look forward to hearing from you.