

Job Title: Production Planner

Location: Gateshead

Contract: Full time, permanent. Core hours of work are normally Mon to Fri 08:00 to 16.30, with the occasional Saturday based on business needs.

James Jones & Sons Ltd is a 5th generation family business and one of the UK's largest and most progressive timber processing companies with core activities in timber harvesting, sawmilling, pallets & packaging, and distribution. We operate from 25 sites across the UK, 11 Australian and 2 New Zealand sites and employ over 2,100 people. In the UK, we operate seven sawmills throughout Scotland and the north east of England: an engineered wood manufacturing plant in the north of Scotland and pallet and packaging operations at 14 sites across the UK. We produce high quality, British grown timber for the UK construction, landscaping, and agricultural sectors; market-leading JJI-Joists for the housebuilding and construction markets and pallets and packaging for blue chip domestic and exporting businesses.

The pallet and packaging operation within the James Jones Group manufactures up to 7 million new pallets per annum and repairs up to 30 million pallets a year, at 14 sites across the UK. This division has some of the most advanced pallet manufacturing facilities in the UK, a national distribution network and offers a complete range of pallets and specialist timber packaging. Our customers include all the major pallet pools and blue-chip companies including automotive, engineering, construction, pharmaceutical and retail businesses.

For further information about James Jones & Sons Ltd, visit www.jamesjones.co.uk

About the role:

We are looking to appoint an enthusiastic production planner to join our manufacturing department. You will report to the Site Manager.

Key tasks and responsibilities:

- Create and maintain monthly, weekly, and daily production plans
- Liaising with sales and transport, ensuring orders are in-line with customer demand
- Run Material Requirement Planning (MRP) and order raw materials
- Generate stock reports and complete regular stock takes
- Liaising with supervisors and maintenance to understanding obstacles to production
- Reporting on KPI for machinery, downtime, shift performance and batch costing reports
- Hold daily team meetings to review performance and identify improvements
- Liaising with other sites regarding raw material requirements, production capability and collaborating to ensure maximum output and efficiency is achieved across the group

Skills and Experience:

- Experience of planning and scheduling
- Competent level of numeracy and strong communication skills
- Proficiency in Microsoft Excel, Word and Outlook
- An ability to multitask and think creatively and logically
- Self-motivated and takes charge of own work

You should be able to demonstrate the above skills and have experience of working in a similar role.

Training:

The successful applicant will receive full training and on-going mentoring from the production planner. This will include training in all internal software and IT systems used within the role.

The company supports the expansion of skills and knowledge and additional training to develop key skills will be discussed and agreed with the production planning manager.

Applicants must be able to provide eligibility to work in the UK without the need for sponsorship.

Remuneration and benefits include:

- Competitive rate of pay £26,500 max
- 33 days annual leave (including statutory holidays)
- Employer pension contribution
- Annual bonus based on company and individual performance
- Health & Wellbeing services (remote GPs, mental health support, physio)
- Life assurance cover * after 3 months