

Job Title: Production Planner

Company: MiniTec UK Ltd

Location: Basingstoke, Telford Road

Reports to: Engineering Manager

Liaison with: Production, Warehouse, Purchasing, Sales

Role Purpose

The Production Planner is responsible for planning, coordinating, and monitoring production activities to ensure that customer orders are delivered efficiently, accurately, and on time. The role supports the smooth flow of materials, accurate kitting and scheduling, effective stock control, and continuous improvement of production and warehouse processes. Acting as a key link between departments, the Production Planner contributes to operational excellence, high standards of customer service, and the overall commercial success of MiniTec UK Ltd.

Key Responsibilities

Production Planning & Scheduling

- Create, maintain, and adjust production schedules using the Microsoft Dynamics (Business Central) MRP system to ensure customer orders are produced on time.
- Coordinate with Production, Warehouse, Engineering, and Sales to ensure job priorities, deadlines, and constraints are clearly communicated.
- Ensure Production is continuously supplied with accurate kits and materials to maintain workflow.
- Monitor progress against the plan, highlighting delays, risks, and resource constraints.

Materials & Stock Control

- Coordinate material requirements based on the MRP schedule to ensure all kits and components are available for production activities.
- Support purchasing activities by raising material requests or providing accurate demand forecasts based on the schedule.

Order Fulfilment & Customer Service

- Support the delivery of high-quality, on-time customer orders through accurate planning, kitting, and coordination with dispatch teams.
- Ensure all finished products are prepared for despatch in line with company quality standards.
- Contribute to strong customer relationships by improving internal planning accuracy, reliability, and communication.

Process, Quality & Compliance

- Work to ISO9001:2015 standards and support the maintenance of quality documentation and processes.
- Contribute to continuous improvement initiatives within production, stores, and planning processes.
- Promote tidy, organised, and efficient stock and production areas, supporting safe working practices.

Reporting & Administration

- Maintain accurate, up-to-date data within the Business Central system, including schedules, stock levels, job status, and despatch records.
- Provide regular performance and planning updates to the Engineering Manager or Warehouse Manager.
- Prepare reports and documentation clearly and professionally.
- Provide feedback and suggestions for improvements to management.

Key Competencies & Experience

- Minimum of 2 years' experience in a production planning, scheduling, or similar operations role within manufacturing/engineering.
- Strong organisational skills and attention to detail.
- Confident user of MRP/ERP systems (Microsoft Dynamics preferred).
- Ability to analyse information, manage priorities, and work independently.
- Understanding of quality processes and ISO9001 standards.
- Effective communication across departments.
- Positive, proactive, "can-do" attitude.
- Commitment to continuous improvement and professional development.

Additional Information

- Ad hoc duties may be required to support Production, Warehouse, and Planning functions as needed.
- The role contributes directly to achieving departmental and company-wide KPIs, cost control, and customer satisfaction targets.

Workplace Values:

The list below outlines basic expectations of all employees. These are the company workplace values, and all employees should strive to achieve each of them every day.

- **1. Punctuality & Attendance**

Arrive at work giving enough time to begin your job at your contracted start time. Show respect for everyone's time and demonstrate your commitment to your role.

- **2. Professionalism**

Conduct yourself in a professional manner at all times when at work and when representing the company. Respect others and act with dignity, integrity, and honesty in the workplace.

- **3. Dependable and Responsible**

Do what you say you are going to do. Value yourself, your job, the job expectations and perform at your best every day, taking responsibility for your actions and behaviours and learning from mistakes.

- **4. Teamwork and collaboration**

Working with your team and collaborating with the wider teams across the business, working as one, to execute work assignments and accomplish team and organisational goals. Embracing collaboration and displays good teamworking skills to make positive contributions in a team dynamic.

- **5. Commitment to personal development and learning**

Demonstrate a commitment to personal development in the workplace, through a continuous journey of self-improvement, focussing on enhancing professional skills, expanding knowledge, and developing your abilities.