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| **Production Control Administrator** |
| **Closing Date**  |  |
| **Job Summary;** Planning Order Book Administration and Data Control. |
| **Grade**  | Salary between grade 5 £19,062 and grade 7 £21,327.  | Permanent Position – 37 hours a week.Monday – Thursday 7.30 am – 4pm Friday 7.30am -12.30pm  |
| **Main duties**  | * Action required on Manufacturing Order Paperwork such as creating Manufacturing Orders, Split Batches, RBR, Manufacturing Test, Free Issue & Proving Orders, including control over BOM’s and routings to make best use of materials and capacity.
* Control the amendment of shop packet routings to allow for machine availability when requested. Including all sub-con to inhouse requests to allow for production off-load.
* Action quantity deviations (up or down), when the produced quantity differs to the original released order paperwork, including BOM amendment to reflect the correct material usage to avoid error generation within MAPICS.
* Perform BOM amendments, to control the use of pre-allocated materials and effective materials management.
* Use of the browser tool, to ensure that accurate routings and lead time adjustments are performed to allow for accurate plan generation.
* Ensure current Drawing Issues are available on file and booked to stock in both MAPICS and Browser, when released from the Design function once either a CI or re-drawn issue has been performed.
* Manage the MRP report for raw Material, Submit weekly call off instructions to material suppliers. Allocate and launch Manufacturing orders of stocked material and carry out effective management of ‘Can Be Made’ report and batch quantities.
* Timely release of all shop floor paperwork to ensure scheduled launch of WIP to match system start dates (inc. any hard copy Drawings & QIS’s), including drawing issue and clocking of first operation. Ensure shop packets are loaded to either Raw Material or Production stores.
* Carry out investigations into transaction anomalies and correct as required.
* Assist with accurate stocking and traceability of all products, through investigation into the system to identify any transaction errors. Where appropriate, amend stock quantities or highlight to the QA function for assistance.
* Timely response to MRP cancellations, by utilising JBSTP facility to halt production where agreed.
* Assist with the running of the annual stock take. Confirming that the correct information is completed on all stock take slips, ensuring that all WIP has been counted. Ensure collection of all slips and the entering of the data onto the stock take report. Once complete, any differences to current MAPICS data need to be executed.
* Support in the production store area when required.
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| **Experience and Qualifications**  |
| Essential  | * Good Communication Skills,
* Computer and Data Literate,
* Basic Mathematics combined with Analytical & Logical approach, allowing for flexible methods of working.
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| Desirable  | * • Prior knowledge of the MRP systems, stock control and allocations process would be a distinct advantage.
* Target orientated
* Diligent
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| **Probationary period**  | All employees in new jobs are required to undergo a six-month probationary period, during which suitability for the position is assessed. |
| **Health and Safety**  | All employees are responsible for reading, understanding and carrying out the requirements of the company’s Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training need.  |
| **Continual Development**  | The company requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the company. This should be achieved through the appraisal process. Employees should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals. |