

HOURS: 36 hours per week

Vacancy : Production Planner

The company

SCION Instruments is a global manufacturer and distributor of scientific custom-made solutions consisting of Gas Chromatography (GC)-, Mass Spectrography (MS)- and Liquid Chromatography (HPLC)-instruments and Autosamplers. Equipment is assembled and systems are configured with assembled and third party equipment into systems. These systems are tested to the standard and non-standard (custom) requirements of customers. The manufacturing is located in Goes in the Netherlands.

Purpose of the job

Optimal planning and execution of the production plan through optimal use of resources to achieve a high delivery performance against minimal cost, with minimal delivery times.

Working directly with the Production Manager and Production Team, the Production Planner will ensure the accurate planning of all existing product assembly activities as well as the final testing department, you will drive continual improvement and impact on change management across the business.

This position is based at our production facility in Goes, Netherlands

Reports to:

·Operations Manager

Primary responsibilities:

- Generating and maintaining master production schedules, coordinating with the production team, and resolving any issues. Informing the Production Team and/or the Production Manager of any issues cannot be resolved.
- Track / Monitor production to schedule
- Analysing performance of the operations and looking for ways to increase efficiency or to reduce lead times
- Analyse customer demand and forecast for long- and short-term capacity
- Creating & maintaining capacity plan in line with forecast; managing both low and high volumes with a variety of product mix
- Meet with Managers and Customer Service to identify if any rescheduling is required
- Any other duties as assigned

Tasks:

- Planning and scheduling of production jobs
- Work preparation for production jobs, checking material availability for production job release: issuing materials for the jobs in ERP system to production
- Closing production jobs
- Review and analyse monthly production plan against target volume, capacity, and resource
- Maintaining and presenting key KPIs based around delivery to customer promise and request dates
- Highlighting and actioning with Procurement any shortages / potential shortages as and when they occur
- Maintaining of relevant master data in ERP-system – production module
- Analyse workflow, plan and schedule customer order based on the materials availability, capacity, and constraints Develop SOP and coordinate with heads of department for smooth production
- Attending production meetings to monitor Capacity Plan progress and identify any risks to meeting Sales Order commit dates

Competencies:

- **Judgement and Decision-Making:** Exercise sound judgment and focus on job goals; Establish priorities; React to unexpected situations; Take an analytical approach when considering options, seek input from others and reach decisions; Make difficult decisions when necessary.
- **Problem Solving:** Identify, resolve, and consult on problems in a timely manner; Gather and analyse information skillfully; Develop alternative solutions and prospects.
- **Dependability:** Punctual; Good attendance record; Work with minimal supervision and direction; Can be counted on to handle special duties; Follow-up on issues without prompting; Meet deadlines.
- **Planning and Organising:** Prioritise and plan work activities; React positively to pressure situations; Ensure information is organized and accessible.
- **Initiative and Leadership:** Self-starter; Help others when needed; Flexible; Show desire to master job, take pride in work and seek continuous improvement; Actively tackle problems; Seek new opportunities; Strive to see projects to completion.
- **Quality:** Demonstrate accuracy and thoroughness; Delivers timely and accurate results; Tasks completed efficiently and within require timescale.
- **Teamwork:** Perform a variety of tasks independently while contributing to the team environment; Build positive team spirit; Put success of team above own interest.
- **Interpersonal Skills:** Support and encourage others; Give and receive constructive criticism; Negotiate; Listen to and value other's opinions; Convey ideas to a group; Maintain confidentiality.

Education and Qualifications:

- Relevant Planning education HBO, APICS and eager to learn

- Experience with planning for more than 10 years
- Good spoken and written Dutch & English language
- Knowledge of and affinity with technical specifications
- Excellent knowledge of Production/Manufacturing modules in ERP-system(s); experience with EPICOR-ERP system is an advantage
- Good working knowledge of Office 365, Outlook, Word, Excel and TEAMS
- Living within commuting distance of Goes, the Netherlands.
- Knowledge of Analytical Equipment for Organic Chemistry/Life Sciences is an advantage

For more information contact;

Ir. Jan Kees van Baaren, Operations Manager,

E: jkvanbaaren@scioninstruments.com, M:+31(0) 657 755 000