



## **Vacancy: MRP Controller/Production Planner**

We have an opening for an experienced MRP Controller / Planning Co-ordinator to join the Production team.

The role will be focussed around maintaining the production planner in a 'live', up-to-date manner, completing the build process of complete machines, updating various spreadsheets with MRP / production data and working closely with the Sales Department to ensure all orders for production are accurate and build travellers are completed in a timely manner.

The entering and shuffling of orders on the SAP system is also an important part of the role.

### **Key responsibilities:**

- Controlling the issuing of travellers and works orders in accordance to the programme on SAP system and delivery date MRP Control Working with the Sales department to schedule the production builds
- Chasing important builds through the production process
- Using SAP to identify problems, shortages, capacity issues in advance of them happening
- Updating the orders in the SAP (re-schedule order dates)
- Chasing of late / overdue machines through production
- Producing and issuing production build travellers in accordance with the sales / production planner
- Re-shuffling of orders within SAP to maximise customer satisfaction in accordance with sales office
- Liaising with colleagues in all areas across the site to develop robust manufacturing plans that meet the business needs with respect to volume, timing, resource utilisation and constraints etc
- Attending and contributing in production planning meetings
- Assisting Production Manager with scheduling shift according to production needs

### **Requirements:**

Previous SAP production planning software experience required, however some training is available for the right candidate (essential)

Previous experience with MRP Control, planning production or production control (essential)

Excellent computer skills, concentrating on Excel (intermediate - advanced) and SAP system experience

High attention to detail

Strong organisational and problem-solving skills

Strong relationship managements skills/stakeholder management

Excellent communication skills  
Polite telephone manner

Self-motivated and able to work without supervision

Some experience in a similar role within a fast moving production environment

**Other Information:**

Hours of Work: Full-Time: 40 hours per week, Monday to Friday (0600-1430 hours, 1 hour lunch)

Salary: Attractive Package (dependent on experience)

Benefits: Annual Profit-related bonus; Attendance bonus

5% contributed Company Pension scheme

20 day's holiday plus Bank Holidays (increasing with service)

**If you are interested in applying for this position, you should submit your CV with a covering letter to [hr@meccalte.co.uk](mailto:hr@meccalte.co.uk)**