



CAREER OPPORTUNITY

JOB TITLE	Senior Production Planner
COMPANY	Universal Paper
DEPARTMENT	Planning Department
PURPOSE OF THIS POSITION	
Coordinating production workflow for one or multiple products. Planning and prioritizing operations to ensure maximum performance and minimum delay. Determining manpower, equipment and raw materials needed to cover production demand.	
JOB TASKS & RESPONSIBILITIES	
<p>Production Planning</p> <ul style="list-style-type: none"> - Develop, implement, and manage production schedules to ensure timely delivery of finished goods while meeting customer specifications and requirements. - Collaborate with production teams to optimize machine utilization and minimize downtime. - Monitor and adjust production plans in response to changes in demand, material shortages, or capacity constraints. - Conduct capacity planning and identify bottlenecks to propose solutions that enhance operational efficiency. - Coordinate with the quality assurance team to ensure adherence to production standards and specifications. <p>Material Planning & Inventory Management</p> <ul style="list-style-type: none"> - Create and manage material requirements plans (MRP) to ensure the availability of raw materials and components for production. - Maintain optimal inventory levels to balance supply chain efficiency and cost-effectiveness. - Collaborate with procurement to manage supplier relationships and ensure on-time delivery of materials. - Identify and address potential shortages or surpluses in raw materials or finished goods. - Develop strategies for inventory reduction and implement just-in-time (JIT) methodologies where applicable. 	<p>Data Analysis and Reporting</p> <ul style="list-style-type: none"> - Analyse historical data and forecast trends to improve production and material planning accuracy. - Prepare and present reports on key performance indicators (KPIs) such as on-time delivery, inventory turnover, and production efficiency. - Identify areas for improvement through data-driven insights and recommend actionable solutions. <p>Collaboration and Communication</p> <ul style="list-style-type: none"> - Work closely with sales, production, procurement, and logistics teams to ensure alignment on production priorities and customer requirements. - Act as the primary liaison between the planning team and other departments to ensure effective communication and coordination. - Lead planning meetings and contribute to cross-functional team initiatives. <p>Process Improvement</p> <ul style="list-style-type: none"> - Drive continuous improvement initiatives in production and material planning processes. - Implement advanced planning tools and software to enhance planning accuracy and efficiency. - Stay updated on industry best practices and emerging technologies to maintain a competitive edge.
KNOWLEDGE, SKILLS & ABILITIES REQUIRED	
<ul style="list-style-type: none"> - Proficiency in ERP/MRP systems (e.g., SAP, Oracle, Microsoft Dynamics) and advanced Excel skills - Strong knowledge of production planning principles, material requirements planning, and inventory management. - Understanding of lean manufacturing and just-in-time (JIT) methodologies. 	<ul style="list-style-type: none"> - Ability to analyse complex data sets and make informed decisions. - Strong leadership skills with the ability to motivate and guide cross-functional teams. - Excellent interpersonal and communication skills for effective collaboration with various stakeholders. - Ability to manage multiple priorities and meet deadlines in a fast-paced environment.



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- Familiarity with demand forecasting tools and techniques.
- Excellent problem-solving abilities with a data-driven approach.
- decisions.
- Highly organized with attention to detail.

MINIMUM REQUIREMENTS

1. Bachelor's degree in supply chain management, Industrial Engineering, or a related field.
2. APICS certification (e.g., CPIM or CSCP) or equivalent is preferred.
3. Minimum of 5-7 years of experience in production planning, material planning, or supply chain management, preferably in a manufacturing environment.
4. Proven track record of managing complex production schedules and inventory systems.
5. Experience with process improvement initiatives and project management.

APPLICATION

- Submit your CV to Sharon Winter at swinter@upap.co.za
- Proof of qualifications must accompany the application.
- ***Please consider your application unsuccessful if you have not heard from us within two weeks.***