



## CAREER OPPORTUNITY

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



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- Familiarity with demand forecasting tools and techniques.
- Excellent problem-solving abilities with a data-driven approach.
- 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](mailto: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.***