

## **INTERNAL VACANCY**

### **Planner Buyer – fixed term contract**

For 125 years the name Holophane has enjoyed an enviable reputation throughout the world for expertise, quality, and innovation in lighting.

Our culture is one of continuous improvement, delivering high quality solutions that provide our customers with a low cost of ownership, together with superior customer service. As an industry leader renowned for innovation in the field of professional lighting and smart connected solutions, we believe we can accomplish more as a unified team.

#### **The Role:**

This position is a great opportunity of a person to grow their skills and responsibilities for planning subcontract work and factory output and managing a number of purchasing supply chains to unsure customer demands are met. Full training and coaching will be given so no direct experience of planner/buyer roles will be needed but would be an advantage. However, the position requires someone with a great sense of urgency and drive to make things happen and an ability to understand elongated and complex material demand chains where forward planning is essential.

#### **Responsibilities:**

- Manage subcontract painting process and demands, including workload creation, workload balancing, raw material despatch and arrival. Small batch sample and re-work control.
- Inventory monitoring and supplier order and delivery structuring.
- MRP and KANBAN review, forecast management, and vendor collaboration ensure product availability in a high-SKU multi product situation.
- Monitoring and actioning in-stock and delivery status of raw materials to take expediting steps and share accurate materials availability information with key internal stakeholders.
- Labour planning to ensure effective and efficient use of direct labour.
- Use of the company ERP system and other company technology platforms to monitor material demand and customer requirements.
- Basic understanding of MS Excel essential.

### **Requirements/Qualifications:**

- No direct planner/buyer experience necessary but preferred
- Experience of factory environment for electro-mechanical assembly preferred but not essential
- Computer literate in MS Excel and Word
- GCSE/A Level or equivalent qualified
- Good written and verbal communication skills
- Confident and enthusiastic personality required for supplier and internal interactions and negotiations

### **Key Requirements for the role:**

- A flexible, committed, willing and motivated person willing to work closely in a small team.
- You must be a team player and have a good attitude to take tasks head-on and be able to collaborate cross-functionally.
- A can-do diligent attitude with a willingness to learn is essential.

The successful candidate will have the ability to work alone as well as part of a team and thrive within a busy environment.

**Reporting to:** Production Manager

Working hours 09:00 – 17:00 Monday – Friday.

Please apply in writing to Tracey Richardson by 5pm on Friday 27<sup>th</sup> May 2022