

# Production Administrator/Planner

enquiries@temploy-connection.co.uk

Phone :

Web :



## Job Summary

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Vacancy :

Deadline : Jan 01, 1970

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Employment Status :

Experience :

Salary :

Gender :

Career Level :

Qualification :

## Job Description

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Role will report to production manager with responsibility for the administration and planning of throughput/priorities within the manufacturing department. Duties involve: Maintaining work order information/planner Responding to emails/requirements from contracts managers Liaising with external clients regarding requirements and deliveries Data entry into the time recording system. Maintaining material usage and re-order system General department administration Skills Required: Computer literate in Excel & Word Highly organised with good communication skills Ability to work under pressure of conflicting demands from clients. Environment: Office based in Rotherham Full Time Monday – Thursday 7:30 – 16:00 Friday 7:30 – 14:00 Rates £10.91 to £18.10

## Education & Experience

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## Must Have

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## Educational Requirements

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## Compensation & Other Benefits

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