



# PHOENIX

OPTICAL TECHNOLOGIES LTD

## Planner/Scheduler

Phoenix Optical Technologies are seeking a Planner/Scheduler to lead the planning and implementation of the production schedules for all product lines. This position is located in North Wales UK

Phoenix Optical Technologies Ltd is enjoying considerable growth in both its commercial and defence markets, servicing both UK and international customers through the provision of raw material, optical blanks and finished precision optics to a wide range of customers. As part of its growth strategy there is a need to maintain and strengthen its ability to deliver excellent customer service thus resulting in this post.

You'll have the opportunity to work with leading global companies that operate in world-changing industries—such as aerospace, defence and commercial transportation. Phoenix Optical Technologies is fully committed to developing people: providing employees with the resources, and learning and development opportunities they need to excel and build a career

### Production Planner Responsibilities

Include:

- 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 brief

We are looking for a qualified Production Planner to organize production according to demand and quality standards. You will be the one to ensure our goods are produced on time for distribution in a profitable manner.

An excellent production planner is well-versed in production procedures and ways to optimize them. They are organized and results-driven with great problem-solving skills. Advanced communication and computer skills are very useful for the role.

The goal is to ensure the smooth and cost-efficient flow of our production operations.

### Responsibilities

- Coordinate production workflow for one or multiple products
- Plan and prioritize operations to ensure maximum performance and minimum delay
- Determine manpower, equipment and raw materials needed to cover production demand
- Assign workers and other staff to particular production operations
- Schedule shift according to production needs
- Monitor jobs to ensure they will finish on time and within budget
- Address issues when they arise aiming for minimum disruption
- Obtain output information (number of finished products, percentage of defectives etc.)
- Prepare and submit status and performance reports
- Keep paperwork organized
- Collaborate with quality control, warehouse and other staff

## Requirements

- Proven experience as production planner
- Excellent knowledge of production planning and quality control principles
- Experience in MRP II (Manufacturing resource planning)
- Working knowledge of MS Office and ERP systems
- Good at math and statistics
- Strong organizational and problem-solving skills

Please email your CV to [jill@potl.co.uk](mailto:jill@potl.co.uk) if this position is of any interest to you.