

Job Title: Production Planner

Department: MP&L

Reports To: Master Planner

Location: Worcester

Hours: 37.5 weeks

Deadline: 12/09/25

Overall Purpose of the Role:

Working closely with the Master planner, the Planner / Analyst will coordinate schedules and inventories to ensure efficient and effective operation of the Worcester facility to include planning of sub-contractors within the processes.

Main Responsibilities:

- Serves as a primary point of contact for the customer and liaison with internal sales, logistics, and manufacturing departments.
 - Collaborates with these departments to establish schedules and plans that allocate available resources to best serve client or customer needs.
 - Periodically compares current and anticipated orders with available inventory of raw materials; uses judgment to anticipate demand for and to acquire additional supplies as needed.
 - Negotiates with outside supply vendors; ensures accurate and timely delivery of orders, heat treatment / Powdertech etc
 - Integrates sales orders with master schedule; coordinates availability of raw materials, supplies, equipment, and staff as needed to meet delivery dates.
 - Maintains master distribution schedule for the assigned facility; revises as needed and alerts appropriate staff of schedule changes or delays.
 - Participates in periodic forecasting meetings with sales, marketing, and other related departments; leads additional planning meetings with sales, production, shipping, purchasing, and customer service staff.
 - Performs other related duties, as required.
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Skills and Attributes:

Excellent communication and interpersonal skills.

Excellent organizational skills and attention to detail.

Thorough understanding of the business and supply chain.

Strong analytical and problem-solving skills.

Extremely proficient with production planning systems, such as MRP

Qualifications and Experience Levels:

At least five years of related experience required.

Professional certification in Production and Inventory Control preferred.

The duties and responsibilities listed in this job description represent the major responsibilities of the position. Other duties and responsibilities may be assigned as required.

**Please send applications to the Human Resources Department:
donna.brittain@jvmcastings.com**

The closing date for applications for this position is the 12 September 2025. For any further information please contact the Human Resources Department.