

**JOB DESCRIPTION**

<p><b>Job Title:</b> <b>Forecast Demand &amp; Planning Administrator</b></p>	<p><b>Reports to: Planning &amp; forecast Controller / Manufacturing manager</b></p>
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<p><b>1.</b></p>	<p><b>Job Purpose</b></p>
	<p>To evaluate IFS generated shop order proposals and to create the necessary shop orders to satisfy actual and forecast demand. To maintain stocks of intermediate levels of the product structure in order to minimise manufacturing lead-times, whilst taking into account optimisation of factory capacity and minimising redundancy of materials.</p> <p>The purpose of this role is to provide a link across the internal supply chain to ensure a high level of communication is sustained at all times, forecasts are entered on time and reviewed with the target of maximising efficiency &amp; reducing waste.</p> <p>The role also requires interrogation of raw material stock within the product structure to minimise product lead times.</p> <p>Stock management of all sites across the FCS business would also be integrated into this role as part of the sustained effort to reduce stock levels to improve efficiency.</p> <p>The Job holder will also be asked to act flexibly outside of their planning function and provide assistance to HR department with respect of liaising with manufacturing staff regarding PPE / overalls etc.</p>

3.	Core Responsibilities	
	Responsibility	Activity
1.	Loading and scheduling production	Evaluate both MRP and MS generated demand proposals for material to be manufactured prior to issuing to the factory.
2.	Managing Forecasts	Continually assess, amend and maintain forecasts communicating any changes to relevant departments.
3.	Loading and Scheduling Production  Shop Order transactions	Schedule production ensuring products are manufactured optimising the loading of the production unit. Balancing production capacity, stocks and demand. The marshalling and manipulation of processes from raw materials through to people and machines, maintaining the fastest route through the factory without compromising quality.  Supervise & coordinate workload via Planning & Forecast Controller and assist Planning & Forecast Controller in organising optimum output of shop orders.
4.	Use of Electronic tools	Running planning report on regular basis to ensure total demand for products is recognised as early as possible, and utilising other electronic tools i.e. intranet and intersite.  Work with scheduling tools e.g. MRP
5.	Liaise with staff regarding projects	Calculating batch size by using forecast and manufacturing lead time. Communicating with IAM's to assess risk.
6.	Checking Production Capability / Capacity	Check raw material and intermediate availability. Controlling factory loading by keeping within production capacity.  To use and call for overtime when necessary, but working with the production manager to keep production costs under control.
7.	Issuing Shop Orders	Planning in and issuing shop orders, ensuring they will be complete by the due date, Taking into account manufacturing lead time and production capacity
8.	Communication	Liaise with all Sites and Departments to receive and pass on accurate information. But with particular attention to the Despatch Supervisor, to obtain priorities, and batch optimisation
9.	Forecast & Demand planning	The function of the Forecast Demand & Planning Administrator will be to work as part of the planning department in evaluating IFS generated shop order proposals and to create the necessary shop orders to satisfy actual and forecast demand.  The purpose of the Forecast Demand & Planning Administrator is to provide a link across the internal supply chain to ensure a high level of communication is sustained at all times, forecasts are entered on time and reviewed with the target of maximising efficiency and reducing waste. The Forecast Demand & Planning Administrator will also interrogate stock of raw materials and intermediates

		within the product structure in order to minimise manufacturing lead-times,
10.	Stock Lifecycle Management finished goods	The Forecast Demand & Planning Administrator role will also review finished goods stock across the business to reduce the potential for obsolete inventory and work with Sales/Planning/Manufacturing/Logistics to identify resale/rework opportunities as appropriate and reduce stock days within the company, where possible.
11	Stock Lifecycle Management raw materials	The Forecast Demand & Planning Administrator role will also review raw material stock across the business to reduce the potential for obsolete inventory and work with Sales/Planning/Manufacturing/Logistics to identify usage opportunities as appropriate and reduce stock days within the company, where possible.

<b>4.</b>	<b>Job Context</b>
	<p>The Forecast Demand &amp; Planning Administrator is an important link in the company supply chain, ensuring product is available on time for supplying to customers.</p> <p>The function of planning and sizing batches requires good and regular communication with all other members of the supply chain. The more important links are those with the Production planner, IAM's, Warehouse Team Leader, and Warehouse Operative –Stock Control. This communication is critical to allow the job holder to assess the “risk” of product remaining on the shelf unsold balanced with the necessity to supply the customer “right first time on time”.</p> <p>It is important that the Forecast Demand &amp; Planning Administrator is aware of the production capacity, and therefore a deep understanding of production manufacturing methods and equipment is critical to ensure satisfactory loading of the factory is maintained.</p> <p>Regular communication with the Manufacturing Manager and Supervisors is key to ensuring the factory loading is kept within its capacity to ensure the overall efficiency of the production unit. Where necessary using overtime to increase capacity, but keeping control of overall costs.</p> <p>The job holder will be expected to work flexibly within production in order to meet customer requirements. They will work in a safe and responsible manner at all times and wear and use the correct personal protective equipment where and when laid down by the company and will follow company health and safety and environmental procedures and reporting guidelines.</p> <p>The Job holder may also be asked to act flexibly outside of their planning function and provide assistance to HR department with respect of liaising with manufacturing staff regarding PPE / overalls etc.</p>

<b>5.</b>	<b>Knowledge/Skills/Experience</b>
	<ul style="list-style-type: none"><li>• Full UK Driving Licence</li><li>• IT literate with the ability to use MS Word &amp; Excel</li><li>• ERP System experience</li><li>• Deep understanding of production, and manufacturing processes, in regard to capacities, equipment and manufacturing lead times</li><li>• Ability to use or be trained in the use of a scheduler (MRP)</li><li>• Ability to communicate at all levels</li></ul>

**Please note that this list is not exhaustive and you may be required by your Line Manager to take on additional responsibilities/ ad hoc duties as and when required.**

**Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_