



JOB OVERVIEW

PRODUCTION SCHEDULER ASSISTANT

This position involves ensuring all components are delivered to the shop floor on time in order to meet projected pump deliveries and to organise the shipping of customer orders on time.

For further information about the position, please refer to the documents attached.

The Job Profile outlines the key result areas for this position and details the skills, knowledge and experience required to be fully competent in this role. However, we do not expect candidates to demonstrate all of these attributes on application so please refer to the Person Specification, which identifies the essential and desirable requirements for this post.

If you would like to apply for this position, please download and complete the an application form and equal opportunities monitoring form (which will be detached from your main application form and be used for monitoring purposes only). Both forms are available from www.amarinth.com/downloads/job-vacancies and completed forms should be return to:

Mrs Sandra Berry,
Amarinth Ltd.
Bentwaters Parks,
Rendlesham,
Woodbridge,
Suffolk, IP12 2TW.

The closing date for this vacancy is 17th February 2010.



JOB PROFILE

Title	Production Scheduler Assistant
Responsible To	Operations Manager
Job Purpose	To ensure all components are delivered to the shop floor on time in order to meet projected pump deliveries and to raise the relevant paperwork to organise shipping of customer orders on time.

Key Result Areas

- To source competitive tenders for component and processes to ensure components are delivered to fitters on time and at the right price.
- To expedite suppliers in order to ensure components are delivered on time and to the required quality and price.
- To schedule contracts onto the shop floor to ensure the on time delivery of the finished products.
- To order components and ad hoc parts as required via the computerised MRP system.
- To maintain the accuracy of the stock records in the manufacturing system to make sure all components are readily available for final build.
- To review and monitor stock levels at regular intervals to ensure the company doesn't hold excess or obsolete stock, ensuring enough is in reserve to meet customer demands and raise orders to maintain this level.
- To be responsible for own health and safety and personal development, keeping up to date with relevant issues in relation to job role.

Scope and Range of the Job

- Directly Supervising n/a
- Budget Responsibilities Negotiate orders to remain within the contract estimate.
- Other Responsibilities n/a

Qualifications and Experience

- 5 GCSE's or equivalent (including English and Maths at Grade C or above)
- Administration experience

Skills

- Analytical
- Communication
- Cost analysis
- Creative thinking
- Decision making
- Influencing
- IT – Word and Excel
- Negotiation
- Organisation
- Team working
- Time Management
- Tenacity

Knowledge

- MRP System
- Engineering processes
- ISO9001

SCHEDULE OF REVISIONS

Date	Content Change	Comment	Authorised by
1/02/2010			Oliver Brigginshaw



PERSON SPECIFICATION

Job Title	Production Scheduler Assistant
Salary	TBC
Responsible To	Operations Manager
Hours of work	To be agreed. We are considering a part time role in addition to considering a full time role (37.5 hours per week – 9:00am – 5:00pm)

Requirement Categories	Essential Requirements	Desirable Requirement
Qualifications	Competent in English and Maths.	GCSE's or equivalent.
Experience		Knowledge of MRP System; Procurement negotiation experience.
Skills	IT – Word and Excel; Organisational; Good telephone manner; Excellent interpersonal skills.	
Knowledge		Engineering processes.
Behaviours	Team player; Flexible; Self motivated; Persistent; Tenacious.	Competitive with regards to wanting to obtain the best price for components/parts.
Circumstances		
Miscellaneous		