

Discovermore



Planning Assistant

Department: Planning

Hours per week: 37.5

Basis: Permanent

Job Purpose:

To support the Planning team with production scheduling and administration.

Key Responsibilities:

- To print and check batch records.
- Using Tropos to review & prepare formulae along with maintaining Inventory records.
- To support schedule creation for manufacturing departments
- To liaise with manufacturing and support departments ensuring processes and testing are on track.
- To support communication between planning and departments

Knowledge, Experience & Skills Required

Essential

- Attention to detail
- Use of Excel and general good computer skills including good knowledge of, or has the ability to learn, Tropos transactions.
- Work and react to targets and deadlines
- Good written and verbal communication skills
- Team work
- Understanding of Inventory Management.

The closing date is 25th September 2020

Visionary

Commitment

Menschlichkeit



**Allergy
Therapeutics**