

Job Title:

Operations Planning Administrator

Job Overview:

As part of an organisational restructure, an opportunity has arisen for a highly-motivated *Operations Planning Administrator* to join our team in the Gweedore Business Park.

Working as part of a cross-functional team and liaising with senior management, the successful candidate will have responsibility for *operational administration* duties associated with a busy modern engineering and manufacturing company focussed on export-growth.

This will be achieved by working in close contact with the Production Management and Materials Purchasing team.

Job Duties:

Management and processing of incoming sales orders via EDI (Electronic Data-Interchange) and all other agreed customer formats.

In-house production planning and scheduling based on customer forecasts and orders received.

Constant liaison with Production Manager and Production Planning Team to ensure that all aspects of production planning have been taken care of.

Responsibility for coordination of logistical operations for incoming goods.

Proactive engagement with suppliers is critical to ensure efficient delivery of incoming goods.

Proactive engagement with customers is critical to ensure efficient delivery of outgoing goods.

Efficient and timely management of all relevant documentation and associated paperwork for outgoing goods.

Generation of Purchase Orders and Sales Orders as required.

Regular engagement with Production Team on management of stock control and future-orders.

Generate monthly reports for Management team.

Assist with the life cycle management of suppliers by contributing to ongoing reviews of supplier performance, etc. To be done in conjunction with Materials Purchasing and Quality Dept.

Identify and lead/participate in continuous improvement projects.

Work well as a member of the team and communicates clearly about the progress on certain projects.

Other relevant duties as and when required.

Job Requirements:

Previous experience in an Operations Administrator role is highly-desirable but not essential.

Highly-motivated and confident individual with excellent communication skills.

A proven track record of ability to work to the highest level of detail and meet tight deadlines.

Evidence of an ability to proactively communicate with customers and suppliers.

Excellent organisational and analytical skills with experience in working with Microsoft Excel a must.

Ability to identify and resolve issues proactively and in a calm and professional manner.

Self-motivated with a desire to progress further in the company.

Interested?

If interested, please forward your CV with Cover Letter to hr@irishpressings.com using the subject line "Operations Planning Administrator 2020".