

Operations Planner/Scheduler

Location: Dukinfield, Greater Manchester

Contract: Permanent

The Role

The post holder schedules the factory and ensures that we deliver to agreed customer deadlines and costs reporting to the Operations Manager. Liaises with Purchasing Assistant to procure project material required.

Responsibilities will include:

Program Management:

- 1.1 Utilise the TPGE Enterprise Resource Planning system elements associated with this position i.e. project loading. (Factory Master)
- 1.2 Develop and manage through relevant software (Preactor) the production schedule delivered weekly to the Operations Manager and Team Leader group. Maintain an optimal schedule to maximise factory performance. Highlight any changes within projects through effective communication.
- 1.3 Report to Operations Manager key project KPI (Key Performance Indicators) with respect to delivery status and project spend vs plan.
- 1.4 Perform contract reviews on received customer purchase orders and develop a project plan identifying all required resources.
- 1.5 Identify key risks and obligations (technical and commercial) by working with the Operations, Engineering and Commercial teams at bid and contract acceptance stages, ensuring the key project team understand key obligations.
- 1.6 Act as a key stakeholder during the internal post-award kick off meeting and co-ordinate plans to deliver the job on time.
- 1.7 Acting as the project planner, co-ordinate the key actions of all stakeholders in the business to ensure that the projects are delivered to deadlines and to keep everyone fully informed of any changes to agreed deadlines.
- 1.8 Attend the Gate Review process as a key stakeholder to report all delivery information
- 1.9 Ensure all contractual obligations (reporting, interim reviews, meetings etc) are effectively managed.
- 1.10 Provide timely updates the relevant sales/account lead on any delays, changes or other potential impacts to the pro.

Customer Communication:

- 1.11 During the delivery process, to anticipate and resolve problems with delivery and liaise the nominated Sales/Account lead to agree a customer communication plan when issues are identified.
- 1.12 Produce progress reports for the customer

2. General activities

- 2.1 Carry out any other ad-hoc duties as required to support the needs of the business.
- 2.2 Provide a professional backup service for colleagues during peak times or during absence.
- 2.3 Follow company procedures, standards and regulatory requirements.
- 2.4 Ensure that technical and commercial requirements are properly backed off with suppliers as part of bid process, and identifying any areas of risk to management
- 2.5 Maintain continuous professional development to ensure knowledge is up to date.

2.6 Act as an ambassador for the company in all interactions with customers and the public.

About You

Skills:

- Minimum 5 years' experience in an fabrication engineering environment
- Minimum 3 years' experience of major project management
- Holds a project management qualification
- Demonstrated capable delivery within an Operations Environment
- Experience of Supply Chain Strategy Development and implementation
- Able to build support for and drive through change.
- IOSH Managing Safely or equivalent
- Confident user of systems including the Microsoft suite

Essential requirements for this role:

- Candidates must have an existing right to live and work in the UK
- Minimum 5 years' experience in an fabrication engineering environment
- Minimum 3 years' experience of major project management
- Holds a project management qualification
- Demonstrated capable delivery within an Operations Environment
- Experience of Supply Chain Strategy Development and implementation
- Able to build support for and drive through change.
- IOSH Managing Safely or equivalent
- Confident user of systems including the Microsoft suite

The following are preferred, but not essential:

- Degree level qualification
- Experience of a fabrication environment, in particular pressure vessels or heat exchangers
- Previous experience of an electronic MRP system, planning software or similar.
- Previous experience of building constructive relationships with unions.
- Experience of ISO9001/14001/18001

Travel:

- Frequent local travel between company sites and to customers and suppliers means that the post holder will probably hold a full driving license. Most travel will probably be within the UK. Some overnight stays may be required.

About Us

TPG Engineering is part of the TP Group plc. With existing core strengths in the design, manufacture, and repair of heat exchangers as well as subcontract fabrication, we have ambitious plans for growth as a provider of subcontract and lifecycle engineering services within the sheet metal and fabrication industry.

Company benefits include:

- 25 days' holiday in addition to bank holidays
- Company pension scheme (deferred 3 months from start date).
- Free onsite parking.

To apply for this role, please send a CV and a covering letter detailing your current salary and benefits package to hr@tpgroup.uk.com