

Company	OMEX Agriculture Ltd.
Main Site	Estuary Road, Kings Lynn
Job Title	Production Planner
Contract Terms	Full time, Permanent

OMEX

OMEX is the market leader in liquid fertilisers in the UK, manufacturing and exporting a unique range of plant nutrients and crop health promoters nationally and internationally. OMEX is an innovative and exciting place to work.

Overview of Role

The Production Planner is responsible for coordinating the efficient flow of raw materials (RMs), intermediates, and into finished goods through the production process. This role is critical in ensuring that production schedules align with customer demands and company goals. The Planner will collaborate closely with various departments, including the Commercial Team, Trading Manager, Site Management, and Site Supervisor, to optimise production operations, minimise delays, and ensure timely delivery to customers.

Key Responsibilities

Order Management:

Calling Off Orders of Raw Materials (RMs):

- Accurately forecast and call off orders for raw materials based on production schedules and inventory levels.
- Monitor RM stock levels and coordinate with suppliers and external storage to ensure timely delivery of materials to meet production demands.
- Manage RM inventory, minimising waste while ensuring sufficient supply for uninterrupted production.

Production Scheduling:

Production of Intermediates and Finished Goods:

- Develop and maintain detailed production schedules for intermediates and finished goods, ensuring alignment with customer orders and company inventory targets.
- Monitor progress of production and adjust schedules as necessary to accommodate changes in customer/commercial demand or production capacity.
- Coordinate with the Site Supervisor to prioritise orders and maximise efficiency.

Communication and Collaboration:

Liaising with the Commercial Team:

- Act as the primary point of contact between the production and commercial teams, providing regular updates on production status, potential delivery delays, or shortfalls.
- Collaborate with the commercial team to understand customer requirements and adjust production plans accordingly.

- Communicate any potential risks to order fulfilment to the commercial team, allowing for proactive customer communication and relationship management.

Collaborating with the Site Manager:

- Work closely with the Site Manager to align production activities with overall site operations and strategic objectives.
- Participate in regular planning meetings with the Site Manager to review production performance, address challenges, and identify opportunities for process improvement.
- Assist the Site Manager in capacity planning and resource allocation to meet production goals.

Logistics Coordination:

Working with the Site Supervisor:

- Coordinate with the Site Supervisor to ensure that production orders are completed on time and that finished goods are prepared for shipment according to schedule.
- Ensure that all necessary paperwork, labelling, and documentation are completed accurately and promptly to facilitate smooth shipping operations.
- Monitor shipping schedules and address any potential delays in collaboration with the Site Supervisor.

Continuous Improvement:

Process Optimisation:

- Identify bottlenecks and inefficiencies in the production process, recommending and implementing improvements to enhance productivity and reduce lead times.
- Collaborate with cross-functional teams to drive continuous improvement initiatives, including lean manufacturing practices, inventory management strategies, and cost-saving measures.

Reporting and Documentation:

Performance Tracking:

- Maintain accurate records of production schedules, material usage, inventory levels, and delivery timelines.
- Prepare regular reports on production performance, including key metrics such as on-time delivery rates, production efficiency, and inventory turnover.
- Provide insights and recommendations to management based on data analysis to support decision-making and strategic planning.

Qualifications, skills and experience

- Education- Degree in Supply Chain Management, Operations Management, or a related field.
- Proven experience within a production planning, supply chain management or a similar role within a manufacturing environment.
- Proficient in production planning software, ERP systems and the Microsoft Office Suite (Outlook, Excel, Word)

- Strong organisational and time management skills, with the ability to manage multiple priorities and meet deadlines.
- Excellent communication and interpersonal skills, capable of building relationships across various departments.
- Analytical mindset with the ability to interpret data and make informed decisions
- Full UK driving licence (travel to other OMEX sites may be required).

Key Competencies

- **Attention to detail:** Ensures accuracy in forecasting, scheduling, and reporting to maintain smooth production operations.
- **Collaboration:** Works effectively with cross-functional teams to achieve common goals.
- **Proactive Communication:** Keeps all stakeholders informed of potential issues, ensuring transparency and trust
- **Adaptability:** Responds effectively to changes in customer demand, production capacity and inventory levels.

The post holder should support the OMEX team in excellence for the Vision strategy & Focus on the Values of the business (see below).

Vision Strategy	
Product Performance	Provide products that consistently meet / exceed expectations. Products that are reliable, efficient, accurate, easy to use and provide optimal nutrition to crops resulting in excellent crop yield, quality and sustainability.
Logistics	Maximum customer satisfaction achieved through efficient infrastructure, accurate demand forecasting, effective system management and cost optimisation.
Technical Support	Commercial teams possess a deep understanding of products and application to help farmers use fertilisers more efficiently, have effective communication skills, respond in a timely manner and have a customer centric approach.
Quality	Consistently high-quality standards achieved in operations through continual evaluation of processes and product formulations to eliminate problems.
Safety	Superior safety standards achieved through establishing a strong safety culture where employees recognize the importance of safety, feel confident in reporting hazards and have the necessary training to work safely.
People	An engaged, motivated and loyal workforce that are encouraged, empowered and given a work environment that provides opportunities to reach their full potential.

FOCUS on Values	
Fulfilment	<ul style="list-style-type: none"> • Happy • Motivated • Challenged • Rewarded • Developed • Appreciated
One-Team	<ul style="list-style-type: none"> • Communicate Well • Support Others • Align with decisions • Involve the right people

Collaborate	<ul style="list-style-type: none">• Build partnerships based on trust and respect both internally and externally
Use a Strategic Mindset	<ul style="list-style-type: none">• Maintain a long-term perspective• Innovate• Think Broadly• Be willing to change• Use data to drive decisions
Strong Execution	<ul style="list-style-type: none">• Focus on priorities• Coordinate resources• Clear accountability• Work at the right pace• Don't cut corners