

**JOB VACANCY – PURCHASING & PRODUCTION SCHEDULER**

**FULL TIME, PERMANENT POSITION**

**SALARY – DEPENDENT ON EXPERIENCE**

Permali Gloucester Limited is seeking a full time Purchasing & Production Scheduler to contribute to increasing efficiency and productivity within the business.

You will be responsible for scheduling manufacturing operations and the co-ordination of resources required to maintain production objectives. The ability to review and make recommendations on manpower requirements and product management is essential, alongside a good comprehension of the full production cycle and an ability to understand and act upon consumer demand forecasts. BPSS Security clearance is required for this role.

**Responsibilities will include, but are not limited to –**

* Raise routine Purchase Orders, amendments, and check acknowledgements
* Monitor orders and deliveries, following up late deliveries
* Maintain records of products and approved suppliers
* Order, control and monitor stationary stocks
* Develop and implement a fixed production schedule linked to MRP
* Sign off Purchase invoices
* Manage the purchasing credit card statements
* To deputise for Commercial & Technical Purchasing Manager at times of absence and/or holidays
* Reciprocity with other Purchasing & Production Scheduler to ensure business continuity by being fully interchangeable
* Ensure schedule is optimised to maximise throughput

**Essential skills**    
Able to multitask, prioritise and work to tight deadlines

* Ability to apply logic and reasoning to identify solutions to purchasing and planning problems
* Excellent communication skills
* Detail orientated
* Proactive approach to work
* Knowledge of working with MRP / ERP systems
* Continuous improvement experience
* An ability to work calmly under pressure

If you are interested in applying for the vacancy or would like to request the full job description, please email jobs@permali.co.uk with a current CV and covering letter.