

## Job Description

<b>Reference</b>	Vacancy 452	<b>Job Title</b>	Capacity Planner
<b>Department</b>	Logistics	<b>Reporting to:</b>	Logistics Manager
<b>Salary</b>	£13.71 p/H	<b>Hours of Work</b>	37 Hours - Days
<b>Type of Contract</b>	Contract or Employed	<b>Contract Duration</b>	Ongoing or Permanent

### COMPANY INFORMATION

CAD CAM Automotive (CCA) is an established and growing Automotive Engineering company who for over 100 years have been involved in the design and development of some of the world's most iconic vehicles.

#### What can we offer you?

- Competitive salary
- Excellent overtime rates
- 33 Days Holiday including public holidays each year
- Employer paid health cash plan (covering optical, dental plus other benefits)
- Contributory pension scheme
- Life assurance
- Corporate discounts
- Employee referral scheme
- Provided company branded workwear
- Incentives for qualified first aiders

### JOB PROFILE

#### Overall Purpose and Aims of the Job Role

The capacity planner will assist with planning related to a range of project launch. They will work closely with all aspects of the business including the logistics, sales and project management teams ensuring that the capabilities and capacities of operations are balanced to support customer and business needs. Clear understanding of working with forecasts to develop the required manning levels is essential along with the ability high light and demonstrate a capacity issue is Business critical.

#### Key Tasks – Roles & Responsibilities

- Review and confirm sales inputs
- Validate sales timing plans and requested release dates
- Validate Technical Feasibility
- Liaise with Sales Department to resolve issues
- Overlay to Business Project Timing Plan
- Overlay to Business Capacity Plan
- Propose Project Launch and timing to Sales Department
- Review incoming work schedule and plan / optimise business capacity
- Plan Project Department work Schedule
- Liaising/reporting and problem solving
- Liaising/updating customers, Management and throughout all CAD CAM departments
- Generate and manage capacity plans
- Complete Plan adherence across all sections of the Business
- Pro-active approach in implementing new processes

**PERSON SPECIFICATION**

**Technical/IT and Educational Requirements**

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• GCSE Maths &amp; English (A-C) or equivalent</li> <li>• Microsoft office packages including excel</li> </ul>	<ul style="list-style-type: none"> <li>• MS Access experience</li> <li>• HNC/HND or equivalent within a relevant engineering discipline</li> <li>• Degree in a related subject</li> </ul>

**Competencies**

<b>Essential level of competency</b>	<b>Desirable level of competency</b>
<ul style="list-style-type: none"> <li>• Experience working in a capacity planning/production scheduler role</li> <li>• Communication via progress chasing, reporting, written and verbal</li> <li>• Problem solving and implementation skills</li> <li>• Process driven</li> <li>• Excellent organisation skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience within an automotive/manufacturing environment</li> </ul>

**Other Information**

<ul style="list-style-type: none"> <li>• Applicants must have the unrestricted right to work in the UK</li> <li>• CAD CAM Automotive is an equal opportunity employer</li> </ul>
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**If you are interested in applying for this role please submit a copy of your CV and cover letter to [HR@cad-cam-automotive.co.uk](mailto:HR@cad-cam-automotive.co.uk)**

Visit our website for further details about CAD CAM and our exciting opportunities  
[www.cad-cam-automotive.co.uk](http://www.cad-cam-automotive.co.uk)