



PHOENIX SYSTEMS UK LTD

ASSISTANT PLANNER

We're looking for a full time Assistant Planner to join our Operations Team at our Fareham Head Office.

Phoenix Systems UK Limited are your PCB, and contracted electronics turnkey solutions provider, for the manufacture of electronic equipment and printed circuit board assemblies, to the aerospace, defence, medical, transport, automotive, education and industrial sectors.

If you're interested, submit your CV today!

All applicants are required to email their CV to:
richardl@phoenixsystemsuk.com



ASSISTANT PLANNER

The Assistant Planner will assist the Master Production Scheduler with daily and weekly reporting and planning activities to support the Production demand and take on the responsibility of planning requirements for a defined set of customers.

What you'll do:

- Produce and maintain plans to meet business and customer requirements.
- Maintain Work Order and Sales Order dates IAW agreed schedules.
- Manage customer specific supply and demand tools as required.
- Advise the business of threats to agreed plans with regard to capacity or availability of resource.
- Run and generate Daily/Weekly reports and plan updates to support the Production Plan.
- Work with the Purchasing Department to ensure materials arrive on time for Work Order Requirements.
- Expedite important issues within Phoenix that may impact delivery dates and/or other commitments being met.

What you'll bring:

- Good attention to detail
- Ability to communicate effectively to all levels
- Must be able to work under own initiative
- Good time management skills
- Disciplined and controlled approach



ASSISTANT PLANNER

Qualifications & Essentials:

Essential:

- Previous experience of MRP systems, BOMs and planning methodologies.
- Excellent communication skills
- Excellent PC skills including MS office, especially Excel, Word and Powerpoint.
- Planning and prioritisation skills

Desirable:

- A sound understanding of a CEM environment
- Knowledge of electronics production techniques

Why Phoenix Systems?

We are a family run business with over 20 years of experience and competence in the PCB, PCBA, electronics manufacturing and turnkey box build assembly facility, always embracing and investing in the latest cutting edge technology.

- Perks at Work membership providing 100s of discounts with a range of brands
- Pension Scheme
- Maternity/ Paternity packages
- Early finish Friday
- 24 Days Holiday with the ability to buy up to an extra 5 days holiday
- Employee referral bonus
- Free parking