

Production Planner / Coordinator

- **Join a professional, people focused organisation**
- **Food Manufacturing Environment**
- **Based – Inverell, New South Wales**

Bindaree Food Group (BFG) is a vertically integrated supply chain business delivering global meat solutions both domestically and internationally and has solidified its position as a prominent leader in the Australian meat industry.

We currently have an opportunity for an experienced Production Planner / Coordinator who will align to our Mission Statement and Values and will organise aspects of production requirements according to demand and quality standards, to ensure the product is produced on-time for distribution in an efficient and effective manner.

Key objectives of this role include:

- Preparing daily production planning and packing sheets to manage in progress and finished orders to meet shipping dates according to sales forecast or customer orders;
- Work cross-functionally to ensure a detailed production plan is achieved, and actively review production schedules;
- Work with the Sales and Logistic teams in achieving customer requirements e.g. maintaining supply and achieving and improving customer service level targets;
- Assist the Demand Planner to manage short and long term demand fluctuations;
- Assist with preparing, analysing, distributing short term plans in consultation with direct Manager/s;
- Prepare and distribute documentation and reports required by the Manager/s;
- Support and maintain positive relationships with internal and external stakeholders;
- Strive for change and continuous streamlining and improvement; and
- Other duties as required by the Planning & Analytics Manager.

Essential qualifications and additional requirements:

- Excellent customer service skills;
- Proven experience in handling a range of stakeholder and customer enquiries;
- Ability to organise, multi-task, prioritise and work under pressure;
- Ability to be resourceful and proactive in dealing with issues that may arise;
- Highly developed verbal and written communication skills with the ability to professionally and proactively interact with internal and external suppliers;
- High level of proficiency in Microsoft Office (Word, Excel & Outlook);
- Attention to detail and naturally strong numerical ability;
- Current Australian driver's license.

The successful candidate will be rewarded with an attractive remuneration package negotiated based upon experience and the opportunity to work with a progressive, reliable and stable Company.

If you are interested in joining a successful organisation which is committed to delivering significant future growth outcomes – then please submit your resume and cover letter, quoting Vacancy Reference Number 1090/2020, to zac.mcinerney@bindareefood.com.au.

Applications close: Close of Business, Friday 3 July 2020

Please note, applications will be assessed on an ongoing basis and therefore we encourage you to apply at your earliest opportunity.