

JOB DESCRIPTION

Job Title : Planning Manager	Report to : Plant Manager
Job Holder : Eron	Date : 1 Januari 2011

PURPOSE OF JOB:

- Develop and implement short-term plans at the factory to ensure that the right products available at warehouse locations to fulfill customer orders based on forecasts and customer orders..
- Ensuring that raw materials such as base oils, additives, packaging materials available, considering the maturity date, delivery schedule and space availability penympanan..
- Ensure that the product is available by considering the maturity date, the addition plans, delivery schedules and availability of storage space
- Respond proactively and efficiently every complaint and exception conditions, resulting from the customer and the customer service and to coordinate the ability to meet the urgent demand..

AKUNTABILITAS :

Planning Manager is responsible for :

- Interpret data forecasts and customer orders to ensure availability of products to meet customer service levels and meet the inventory such as raw materials and finished products.
- Identify and coordinate the import of raw materials and products to meet customer needs
- Meeting the standards of customer service and inventory targets
- Working closely with other divisions such as production, tanks store up, Maintenance Section to ensure compliance to the customer
- Proactively manage the integration needs of customers with raw materials and production activities.
- Work with production manager & manager of the maintenance department to ensure that the level of production resources are used efficiently to meet customer service requirements..
- Maintain procedures and work instructions in accordance with ISO 9001 related to plant activities and planning activities. Act as Management Representative for ISO 9001 and coordinates all documentation requirements..
- Assist the General Manager to check / resolve the failure of planning and operational issues with targets & actions.
- Safety: Providing input in accordance with the Safety Management System, especially with the risk assessment exercise. Taking part as a key member of the response team during the Emergency Response Training - Fire, spill, medical, security. Conduct Safety Walks.
- Safety (2): Report all incidents such as LTI, MTC, NM, PI, namely Safety Target Zero Lost Time due to Accident (Zero LT), report a potential hazard of each month. Take part in the team investigas incidents to identify root causes, identify corrective actions and assess the preventive measures.
- Optional: Attend monthly meetings such as Management Meetings, meetings & Tool Box Safety Committee Meeting.

KNOWLEDGE, SKILLS & EXPERIENCE :

- Minimum Diploma (Engineering or Business Management).
- Experience in managing the production of lubricants plant (LOBP)
- Experience in stakeholder management.