

Position Description

Position Title:	Production Planner	
Reports to:	Supply Chain Manager	
Direct Reports:	N/A	
Full/Part time:	Permanent Full Time Position	
Location:	Ohinewai	
Key Relationships:	▪ Abodo Whanau specifically Sales, ops and production teams	▪ Key suppliers ▪ Key customers

Main Purpose (Summary)

The Production Planner is responsible for developing and maintaining a rolling six-week production plan to ensure on-time and in-full delivery of the customer order book at the lowest possible cost. This role owns the medium-term production planning horizon and works cross-functionally with Manufacturing, Scheduling, Warehousing, and Purchasing teams to balance supply and demand. The planner manages a 2-week frozen window (committed schedule) and a 3–6 week slushy window (flexible sequencing) to optimise machine capacity, material availability, and labour resources.

What you will do (Key accountabilities and tasks)

On a day-to-day basis, the role will:

Rolling Production Planning

- Develop and maintain a 6-week forward-looking production plan, updated weekly.
- Lock the next 2 weeks of the plan ("frozen window") to ensure execution stability.
- Maintain flexibility in weeks 3–6 ("slushy window") to adapt to supply and demand variability.
- Ensure alignment between customer delivery dates and production availability.

Order Book Management

- Prioritise and sequence production to maximise OTIF performance.
- Collaborate with Customer Service and Sales Operations to reflect changes in demand or priority.
- Review open orders regularly to ensure they are scheduled and achievable within lead times.

Cross-Functional Coordination

- Work closely with the Scheduler to ensure daily plans align with the master schedule.
- Coordinate with Manufacturing to understand capacity, constraints, and recovery plans.
- Liaise with the Warehouse to ensure raw materials and WIP inventory are aligned with the production plan.
- Partner with Purchasing to confirm supply availability for planned jobs and lead time alignment.

Systems & Planning Discipline

- Maintain and update MRP and production planning data in the ERP system (e.g., Epicor, TimberSmart).
- Review production lead times, routing information, and planning BOMs for accuracy.
- Monitor planning KPIs including OTIF, adherence to plan, and schedule stability.
- Generate weekly planning dashboards and reports to support operations meetings.

Continuous Improvement & Cost Optimisation

- Identify opportunities to reduce changeovers, batch sizes, and waste through improved planning logic.
- Analyse historical planning accuracy and implement root cause actions for late or incomplete orders.
- Support supply chain strategy by contributing insights into capacity, forecast accuracy, and material flow.
- Recommend and trial planning models that support make-to-stock (MTS), make-to-order (MTO), and Kanban replenishment strategies.



What you will bring – (Technical and role related experience)

- 3–5 years of experience in production planning or supply chain coordination (preferably in manufacturing)
- Proven ability to manage rolling schedules and medium-term planning horizons
- Strong knowledge of ERP systems and planning modules (e.g., Epicor, TimberSmart)
- Solid understanding of MRP, lead time management, and capacity planning
- Analytical mindset with strong Excel and reporting skills
- Excellent communicator who can engage across operations, purchasing, and customer service
- Organised, disciplined, and able to balance short-term urgency with medium-term strategy
- Experience working in make-to-order and make-to-stock environments preferred

What is important to us - (Our Values)

Our Values are about why and how we do things and how they form the foundation of our culture.

Take Pride

We don't take chances. We will ensure we are a reliable supplier of carefully crafted products and services

Solve Problems

We provide solutions to our customers' problems and our own internal problems with a spirit of innovation.

Propel Change

Our impact is to make a difference. We go beyond sustainability in the way we work. We leave things better than where we found them

Champion People

Our solid bond helps to create a Better Tomorrow for everyone. Be there for your team, show up and own your role. Be bold, share your voice.

The duties contained in this Position Description may be modified and updated by the Employer from time-to-time following agreement with the Employee. This above information is intended to describe the general nature and level of work being performed and therefore does not imply that the duties/skills listed are the only duties/skills to be performed by the incumbent. From time to time, employees may be required to perform duties outside of their normal responsibilities as needed.

PD Created:		PD Last updated:	
Manager: (Signature)		Position Holder: (Signature)	
Updated by:			