

Production Planner Job Description

A comprehensive job description template
for manufacturing and production environments

Company Name: _____

Location: _____

Employment Type: _____

Reports To: _____

Date: _____

DISCLAIMER

This template is provided for general informational purposes only and does not constitute legal advice. It is designed to reflect Australian workplace standards and manufacturing industry practices at the time of publication. You should review and tailor this template to suit your organisation, applicable modern award and specific requirements. For complex situations, independent legal or HR advice should be sought. RosterElf Pty Ltd accepts no liability for any loss arising from reliance on this document.

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1. Position Overview

1.1 Position Title

Production Planner / Production Scheduler / Planning Coordinator

1.2 Position Summary

The Production Planner is responsible for creating and maintaining production schedules to meet customer demand and operational requirements. This role involves analysing capacity constraints, coordinating material requirements planning (MRP), processing production orders, and liaising between sales, procurement and production departments. The Production Planner ensures efficient workflow, optimal resource utilisation, and on-time delivery through effective scheduling and coordination.

The position requires strong analytical skills to balance production capacity with demand forecasts, manage material availability, and resolve scheduling conflicts. Production Planners use ERP/MRP systems to generate production orders, track work-in-progress, monitor key performance indicators, and communicate production plans across the organisation. The role is critical for maintaining smooth production operations and meeting customer commitments.

1.3 Reporting Structure

This position reports to:

- Production Manager / Manufacturing Manager
- Operations Manager
- Supply Chain Manager / Planning Manager

1.4 Employment Type

This position is typically offered as:

- Full-time (38-40 hours per week)
- Permanent or fixed-term contract

2. Key Responsibilities

2.1 Production Scheduling

- Create and maintain daily, weekly and monthly production schedules
- Prioritise production orders based on customer requirements and due dates
- Allocate resources and equipment to optimise production efficiency
- Schedule production runs considering setup times and changeovers
- Balance workload across production lines and shifts
- Adjust schedules in response to changes in demand or capacity
- Communicate production schedules to manufacturing teams

2.2 Capacity Planning and Analysis

- Analyse production capacity against demand forecasts
- Identify capacity constraints and bottlenecks
- Calculate resource requirements including labour and equipment
- Monitor machine utilisation rates and efficiency metrics
- Recommend capacity improvements and expansion opportunities
- Conduct scenario planning for peak demand periods
- Support long-term capacity planning initiatives

2.3 Material Requirements Planning (MRP)

- Coordinate material requirements based on production schedules
- Generate and release purchase requisitions for raw materials
- Monitor inventory levels and material availability
- Expedite materials to prevent production delays
- Work with procurement to ensure timely material delivery
- Manage bill of materials (BOM) accuracy in ERP system
- Identify material shortages and communicate impacts

2.4 Order Management and Processing

- Process customer orders and convert to production orders
- Review order specifications and production requirements
- Confirm delivery dates based on production capacity
- Manage order changes and expedite requests
- Track order progress through production stages
- Coordinate with sales team on order status and commitments
- Maintain accurate order records in ERP system

2.5 Cross-Functional Coordination

- Liaise between sales, procurement and production departments
- Participate in production planning meetings
- Communicate schedule changes to relevant stakeholders
- Collaborate with maintenance on equipment availability
- Work with quality team on hold orders and rework
- Support supply chain initiatives and improvements
- Coordinate with warehouse on finished goods inventory

2.6 Reporting and KPI Tracking

- Generate daily production reports and performance metrics
- Track key performance indicators (on-time delivery, schedule adherence)
- Monitor work-in-progress (WIP) levels and cycle times
- Analyse production variances and identify root causes
- Prepare weekly and monthly planning reports
- Present production performance to management
- Maintain planning documentation and records

3. Required Skills and Attributes

3.1 Essential Skills

Planning and Organisation

Excellent planning and organisational skills to manage complex production schedules. Ability to prioritise competing demands and coordinate multiple production orders simultaneously. Strong time management to meet deadlines and respond to urgent requirements. Systematic approach to scheduling and capacity management.

Analytical Thinking

Strong analytical and problem-solving abilities to assess capacity constraints and optimise schedules. Ability to interpret production data and identify trends. Skilled at evaluating trade-offs between competing priorities. Logical thinking to resolve scheduling conflicts and material shortages.

Communication Skills

Excellent written and verbal communication to coordinate across departments. Ability to present production plans clearly to diverse audiences. Effective negotiation skills when balancing conflicting demands. Professional communication with internal teams and suppliers.

Computer and ERP/MRP Skills

Advanced proficiency in Microsoft Excel including formulas, pivot tables and data analysis. Experience using ERP/MRP systems (such as SAP, Oracle, Microsoft Dynamics). Comfortable learning new software systems and tools. Ability to extract and analyse data from production systems.

Problem Solving

Proactive problem-solving approach to overcome production challenges. Ability to think creatively and find alternative solutions. Quick decision-making skills when issues arise. Resourceful in resolving material shortages and schedule conflicts.

Attention to Detail

High attention to detail when creating schedules and processing orders. Accuracy in data entry and system transactions. Thorough checking of material requirements and capacity calculations. Meticulous record keeping and documentation.

3.2 Personal Attributes

- Logical and methodical approach to work

- Able to work under pressure and meet tight deadlines
- Flexible and adaptable to changing priorities
- Strong work ethic and commitment to accuracy
- Collaborative team player across departments
- Proactive and takes initiative
- Customer-focused mindset
- Continuous improvement orientation

4. Qualifications and Requirements

4.1 Mandatory Requirements

- Previous experience in production planning or scheduling (minimum 2 years)
- Advanced Microsoft Excel skills (formulas, pivot tables, data analysis)
- Strong understanding of manufacturing processes and production environments
- Ability to read and interpret production drawings or specifications
- Eligibility to work in Australia

4.2 Desirable Qualifications

- Certificate IV or Diploma in Supply Chain Management, Operations or Business
- Experience with ERP/MRP systems (SAP, Oracle, Microsoft Dynamics, MYOB Advanced)
- Degree in Business, Operations Management, Supply Chain or related field
- APICS/ASCM certification (CPIM, CSCP) or similar
- Knowledge of Lean Manufacturing or Six Sigma principles
- Experience in specific manufacturing industry (food, automotive, pharmaceutical, etc.)
- Advanced planning and scheduling (APS) software experience

4.3 Experience

Candidates should demonstrate proven experience in production planning roles within manufacturing environments. This includes creating production schedules, managing material requirements, using ERP/ MRP systems, and coordinating with cross-functional teams. Experience in capacity analysis, order management and production reporting is essential. Knowledge of the specific manufacturing industry and processes is highly valued.

5. Working Conditions

5.1 Hours of Work

- Standard office hours typically Monday to Friday 8:00am to 5:00pm
- Full-time positions usually 38-40 hours per week

- Occasional overtime during peak periods or urgent situations
- Flexibility required to support production deadlines
- Participation in regular planning and coordination meetings

5.2 Work Environment

- Office environment located within or adjacent to manufacturing facility
- Primarily computer-based work using ERP/MRP systems
- Regular interaction with production, sales and procurement teams
- Occasional visits to production floor to understand operations
- Fast-paced environment with competing priorities
- Deadline pressure during month-end and peak production periods

5.3 Physical Requirements

- Ability to sit at computer workstation for extended periods
- Adequate vision for detailed computer work and data analysis
- Manual dexterity for keyboard and mouse operation
- Ability to walk through manufacturing facility when required
- May require wearing PPE when visiting production areas

5.4 Dress Code

- Business casual or office attire as per company policy
- Safety footwear and PPE required when on production floor
- Professional presentation maintained at all times

6. Award Information

6.1 Modern Award Coverage

This position may be covered by the Manufacturing and Associated Industries and Occupations Award 2020 (MA000010) depending on the nature of duties performed and level of responsibility. Many production planning roles operate above award classification levels and are award-free, with employment terms governed by individual employment contracts.

Award coverage depends on factors including classification level, duties performed, and whether the role involves supervisory or technical responsibilities that place it above the award structure. Employers should seek advice to determine correct classification and award coverage.

6.2 Classification Level

If award-covered, production planners may be classified as:

- Level C3: Technical/administrative employee requiring relevant qualifications
- Level C4: Technical specialist with advanced skills and autonomy

- Level C5: Advanced technical employee with planning responsibilities

Many production planning roles are classified above award levels and are award-free. Classification depends on qualifications, experience, responsibilities and reporting structure. Refer to the Manufacturing Award 2020 for detailed classification definitions or consult with HR/legal advisors.

6.3 Conditions

Employment conditions should comply with the National Employment Standards (NES) including leave entitlements, notice periods and other minimum standards. If award-covered, penalty rates and allowances may apply for overtime or weekend work as specified in the Manufacturing Award 2020. Award-free employees typically negotiate conditions through individual employment contracts.

7. Expected Behaviours

7.1 Professional Conduct

- Maintain punctuality and regular attendance
- Demonstrate reliability and commitment to meeting deadlines
- Follow company policies, procedures and safety requirements
- Maintain confidentiality of commercial and production information
- Represent the company professionally in all interactions
- Participate in meetings and continuous improvement activities

7.2 Planning Excellence

- Create accurate and achievable production schedules
- Maintain high standards of data accuracy in ERP system
- Proactively identify and resolve planning issues
- Continuously seek to improve planning processes and efficiency
- Meet customer commitments through effective scheduling
- Balance competing priorities to optimise production flow

7.3 Communication and Collaboration

- Communicate clearly and promptly with all stakeholders
- Collaborate effectively with production, sales and procurement teams
- Escalate issues and risks in timely manner
- Provide accurate information on production capacity and schedules
- Participate positively in planning meetings and discussions
- Build strong working relationships across departments

7.4 Problem Solving and Initiative

- Take initiative to resolve scheduling conflicts and material issues

- Think proactively about potential problems and solutions
- Demonstrate flexibility when priorities change
- Seek continuous improvement opportunities in planning processes
- Support implementation of lean manufacturing initiatives
- Contribute ideas to improve production efficiency

8. Application Process

8.1 How to Apply

Interested candidates should submit:

- Current resume/CV highlighting production planning experience
- Cover letter addressing key selection criteria and experience
- Details of ERP/MRP systems experience (e.g., SAP, Oracle, Microsoft Dynamics)
- Examples of production planning achievements or improvements
- Copies of relevant qualifications and certifications
- Contact details for at least two professional referees

8.2 Selection Process

Shortlisted candidates will typically undergo:

- Initial phone screening to discuss experience and expectations
- Skills assessment or Excel/planning test
- Face-to-face interview with operations/production management
- Behavioural and technical questions about planning scenarios
- Facility tour to understand production environment
- Reference checks with previous employers
- Pre-employment checks as required

8.3 Equal Opportunity

We are an equal opportunity employer and welcome applications from all qualified candidates regardless of age, gender, cultural background, disability or other characteristics protected by law. We value diversity and are committed to creating an inclusive workplace for all employees.

Position Acknowledgement

I have read and understood this job description. I understand that my duties may be varied from time to time to meet the operational needs of the organisation.

Employee Name: _____

Employee Signature: _____

Date: ____ / ____ / ____

For Manager Use Only

Manager Name: _____

Manager Signature: _____

Date: ____ / ____ / ____