



<b>Job Title</b>	<b>Sub-Contract Planner</b>
<b>Job Level</b>	4B
<b>Location</b>	SBP
<b>Business Unit</b>	Group Packaging & Supply Chain
<b>Function</b>	Supply Chain
<b>Leader</b>	Planning Team Leader
<b>People Leadership</b>	N/A
<b>Role Purpose</b>  Responsible for the day to day management of sub-contract supplier relationships, coordinating all planning related contract packing activities, ensuring customer requirements are met whilst minimising obsolescence and stock holding costs.	
<b>Accountabilities</b> <ul style="list-style-type: none"> <li>• Review demand from customer orders and manage appropriate supply with the sub-contract supplier within agreed lead-times. Also ensure that all changes to orders are captured and communicated effectively.</li> <li>• Coordinate the transportation of all materials including liquid, assembled products and packaging components to sub-contract suppliers in line with specified requirement dates</li> <li>• Maintain the accuracy and integrity of sub-contract planning data in the ERP and Advanced Planning system which includes part set up and all transactional data such as purchase orders, ensuring leadtimes are correct and demand is flowing correctly.</li> <li>• Maintain stock accuracy within ERP system through the defined reconciliation and invoicing process with the sub-contractor, whilst investigating and resolving any discrepancies in a timely manner</li> <li>• Identify and highlight excess materials left over at the sub-contractor and deliver an action plan to remove from the site.</li> <li>• Responsible for issuing the sub-contract supplier with weekly production schedule report, detailing requirements in line with customer demands and future forecasts where required, whilst working to agreed specifications and terms and conditions.</li> <li>• Follow and comply with all WGW processes, standards and guidelines in the performance of your role, reporting any non-conformances in a timely manner.</li> <li>• Participate and contribute to team performance by engaging in team meetings and taking an active part in problem solving activities, e.g. NPD core projects</li> <li>• Work collaboratively with peers and colleagues, and apply learnings from identified training and development activities required to perform in role</li> </ul>	