

Expeditor/Planner

Grayson Thermal Systems, a stable and successful family business based in Birmingham, offers a range of engine cooling systems, heating and air conditioning systems and fluid reservoirs. We are the market leader for engine cooling and HVAC systems for the bus and coach market, supplying product globally. From a simple radiator design through to a complete cooling module with radiator/ charge air cooler and the option of viscous, hydraulic and electric fan drives, Grayson can provide the complete 3D design, prototype test and production supply.

This new position has been created as part of the strategy to improve productivity and profitability through a more effective procurement structure.

**The Role**

This is a new, critical function within the organisation and a superb opportunity to develop into a future purchasing or planning manager. The job requires you work with planning, production management and strategic buying to fulfil production needs. You will need to participate in a number of initiatives to improve procurement and IT systems. We are looking for staff who wish to progress to a senior role.

Any senior appointment in the company must be a team player, knocking down divisions and recognising Grayson as one company, where managers must set the example, and expect their staff to follow their lead.

**Key skill development**

1. To acquire detailed understanding of existing company products and new developments, operational processes and the corporate environment in which Graysons operates.
2. To strive to achieve the future success and growth of the business.
3. To be viewed by suppliers, managers and staff as a capable, credible production buyer.
4. To gain the respect of suppliers and develop robust, effective relationships of trust.
5. To seek out opportunities and solutions to improve production material flows.

**Outline Duties**

* Day to day movement of goods in, out and around the business - working with planning on MRP, orders, schedules, etc.
* Resolving delays to production schedules and production stoppages.
* Ensuring stock levels are correct and change as required.
* Dealing with overdue and critical supplier situations.
* Managing your group of suppliers, relationships, SLA's (service level agreements).
* Liaison with other departments to forecast and fulfil demand to quality standard.
* Liaison with other departments over supplier performance and re-sourcing activity.
* Working with the strategic buyer on negotiating and administration of contracts.
* Improving purchasing information, systems, and purchasing services.
* Working with production management on cost saving, budgeting and targeting.
* Administration and reporting as necessary.
* Liaison on warehousing, distribution, shipping management with logistics.

**Personal Specification/ Qualifications**

* + Graduate or similar education level, CIPS qualified or prepared to start working towards.
	+ Must be confident with engineering terminology.
	+ Experienced buyer or production manager who understands the fundamentals of manufacturing business.
	+ Financially and commercially astute.
	+ Creative and dynamic, yet with strong attention to detail.
	+ Excellent communicator capable of establishing solid, professional relationships.
	+ Strong team player who recognises the importance of all functions in the business.
	+ Innovative thinker, able to generate new ideas and translate into tangible results.
	+ Excellent time management and organisational skills, pro-active to prioritise workload.

**Work Location:** Wharf Rd, Tyseley or other Grayson sites in Tyseley or Elmdon

**Working hours:** 0800-1700 Mon-Thu / 1500 Fri / other hours as required:

* Any reasonable hours to ensure targets are met
* Flexibility will be required especially if/ when travelling
* Early starts will be needed occasionally.

**Reporting to:** Planning Manager

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| **Issued to** | **Issued by** |
| **Print name** | **Print name** |
| **Signature** | **Signature** |
| **Date** | **Date** |
| Please note this job description is an outline of duties and responsibilities reflecting the needs of the business at the time of issue and may be subject to change at any time. |