

Description: Planner

General information / Position in the organization			
Job Title	Planner	Version	Rev.1.1
		Date	08/14/2018
		Job Code	T-P-05
Location	NewCold – Burley Site		
Department	Burley – Planning & Warehouse Department		
Reports to	Planning & Warehouse Manager		
Direct Reports	N/A		
Team Members	System Operator, Yard Operator, Shift Leader - Dispatch		

Introduction
<p>NewCold: NewCold is a service provider in cold chain logistics with a focus on the development and operation of large, highly automated cold stores. NewCold strives to be a crucial partner in the cold chain of leading food companies by offering advanced logistic services worldwide.</p> <p>We use latest technology that empowers our people to handle food responsibly and guarantee food safety in a sustainable way. We challenge the industry, believe in long-term partnerships, and deliver solid investment opportunities that enable next generation logistic solutions.</p> <p>NewCold Burley: NewCold Burley is NewCold’s second automated cold storage facility in the USA. It will be operated to support the production and supply chain activities of leading food processors in the region, among which is McCain Foods. The empowered NewCold Burley operations team is responsible to safely operate and maintain the state of the art coldstore and to provide excellent logistics services to our customers.</p>

Job Purpose / Job context
<ul style="list-style-type: none"> To control and co-ordinate all activities associated with receiving and dispatching goods in line with customer requirements, standards and service levels. To create and develop a professional culture on site, in line with our values and ensure that a positive attitude to Health & Safety is embedded within the team on site.

Key Result Areas	Responsibilities and Accountabilities
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<p>Business objectives</p>	<p><i>Intended results</i></p> <ul style="list-style-type: none"> • <i>Orders are received and despatched in line with customer and company guidelines and procedures</i> • <i>Inbound and outbound orders are received and despatched in a timely manner in line with customer and company targets and KPIs of service and quality</i> • <i>Warehouse team and automated logistic installation are used in an efficient way with a smooth workflow</i> <p><i>Responsibilities</i></p> <ul style="list-style-type: none"> • <i>Using the systems in the agreed way, and managing quality issues on behalf of the customer. These quality issues relate to service and stock.</i> • <i>Working with customers and hauliers to ensure customer delivery requirements are achieved</i> • <i>Liaising with Shift Leader and Operator to ensure optimum work flows and efficiencies take place in all warehouse activities</i> <p><i>Core tasks</i></p> <ul style="list-style-type: none"> • <i>Ensure all customer orders are received and on the system</i> • <i>Work with haulier representatives and warehouse team to ensure prompt and accurate loading and unloading</i> • <i>Liaise to ensure picking, loading and unloading activities are completed in a timely manner</i> • <i>Use the systems in the most efficient way to create a smooth flow of product in and out of the high bay</i> • <i>Act in line with agreed procedures for ensuring quality of product is maintained at all times in line with customer requirements (temperature, damages etc)</i> • <i>Communicate with customers, hauliers and in house team of any deviation from process, quality issues, and service issues, or risk of failure in these areas</i> • <i>Agreed reporting and communication with customer</i> <p><i>Additional tasks</i></p> <ul style="list-style-type: none"> • <i>Assisting the operation as required by the site, including:</i> <ul style="list-style-type: none"> • <i>Assist colleagues in carrying out tasks as required</i> • <i>Helping maintain a clean and tidy work environment</i> • <i>Continually look to opportunities for improvements</i>
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Quantitative information/ Scope of the job / Degree of supervision / Authorization levels

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Performance Monitors

- *Feedback from line manager*
- *Quarterly one on one meeting with line manager (documented)*
- *Annual Performance Review*

Decision level

- *The decision level of this function must be in line with the corporate governance and business unit agreements. This decision process at all times must be followed unless decided differently by board and shareholders.*

General

- *This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.*

Salary Range

- *\$25.00 - \$28.50 / hr*

Requirements: education and experience

Educational Requirements

- *High School Degree*
- *AA Degree or equivalent level of training*

Experience Requirements

- *2+ years of experience in planning and operations*