



PRODUCTION PLANNING SPECIALIST

 **Adres:** Zdrój 49a, 62-065 Grodzisk Wlkp.  **Obszar:** Produkcja  **Wymiar czasu pracy:** Pełny eteat

ABOUT THE ROLE

We are seeking a detail-oriented and well-organized **Production Planning Specialist** to strengthen our planning and scheduling team. In this role, you will ensure smooth production flow by creating accurate plans, coordinating material availability, monitoring capacity, and adjusting schedules to meet customer deadlines. Your work will directly impact delivery performance, production efficiency, and inventory accuracy.

KEY RESPONSIBILITIES

- Create and maintain short-, mid-, and long-term production schedules.
- Convert customer orders and forecasts into executable production plans.
- Ensure that schedules align with capacity, resources, and material availability.
- Analyze labor capacity to identify risks
- Coordinate with production teams to balance workloads and eliminate bottlenecks.
- Preparing and updating the picking plan and coordinating the availability of materials at the warehouse-production level.
- Drawing up a short-term production plan.
- Advanced MRP Knowledge (Simple will be an advantage)
- Basic ability to read engineering drawings and documentation
- Archiving post-production documentation in accordance with the applicable procedure.
- Planning and coordinating the production of test seats.
- Conducting continuous improvement in your area.
- Improving qualifications and developing skills.
- Performing other tasks in accordance with the position held and qualifications.

QUALIFICATIONS

- 3+ years of experience in **production planning**, scheduling, supply chain, or manufacturing environment.
- Experience working with **MRP/ERP systems** (Simple will be an advantage)
- Background in coordinating production, materials, or capacity planning.
- Excellent analytical and problem-solving skills.
- Strong communication, facilitation, and leadership capabilities.
- Ability to work both independently and collaboratively.
- Very good command of English (B2), both written and spoken.

MAIN TASKS

- Prepare and maintain daily, weekly, and monthly production plans.
- Translate customer orders and forecasts into executable schedules.
- Monitor production progress and communicate changes to stakeholders.
- Coordinate material availability with procurement and warehouse teams.
- Analyze capacity, identify bottlenecks, and propose corrective actions.
- Maintain planning data accuracy in the ERP system.
- Track KPIs: schedule adherence, on-time delivery, inventory levels.
- Collaborate with production, engineering, quality, and logistics teams.

WE OFFER

- Becoming a member of a motivated and enthusiastic team and shape and develop the future of our growing organization
- Dynamic and collaborative work environment.
- Competitive salary and benefits packages.
- Work in an international environment within a long-term oriented family-owned business
- Opportunity to develop within the organization

CONTACT

E-mail: rekrutacja@recaro-rail.com

Mobile: +48 604 440 938

RECARO Rail Sp. z o. o. | Zdrój 49a | 62-065 Grodzisk Wlkp. | Tel.: +48 61 44 27 200

Enter doc ind