

Position Title:	Production Planning Officer
Department:	Planning Department
Directly reports to:	Senior Planning Manager
Direct Reports:	N/A
Job Summary	The Production Planning Officer is responsible for developing and maintaining production plans to ensure timely delivery of products. This role coordinates raw material supply, production capacity, and customer demand, while optimizing efficiency and minimizing costs. The planner acts as the central link between production, procurement, logistics, and sales teams.
Key Tasks and Responsibilities	1. Production planning: Create production orders based on customer orders, forecasts, plant capacity and inventory management. 2. Capacity planning: Analyze machine and labor resources to align production schedules with operational capabilities. 3. Inventory management: Maintain optimal levels of raw materials, WIP, and finished goods to avoid shortages or excess. 4. SAP Utilization: Use SAP systems to create production orders, track progress, and generate reports. 5. Performance monitoring: Track KPIs such as schedule attainment, on-time delivery, and production efficiency. 6. Sales Support & Order Management: • Assist the sales team in processing orders, quotations, and invoices. • Track sales orders, ensuring timely delivery and coordination with logistics. • Maintain accurate records of customer orders • Follow up with customers regarding order status and after-sales support.
Skills and Abilities	• Strong organizational and multitasking skills. • Clear and effective communication across departments and with customers. • Fluent in English (both spoken and written communication) • Proficiency in SAP software, MS Office (Excel, Word, PowerPoint). • Knowledge of logistics and supply chain management is a plus. • Ability to work under pressure and meet deadlines.
Experience and Education	• Bachelor's degree in Supply Chain Management, Industrial Engineering, Business Administration, or related field. • Experience in production planning, supply chain, or manufacturing operations, preferably in the foil, packaging, or thin film industry.
Contact	Interested? Please send your application to Career@kurz.vn