

Clearly Drinks	Position Description	Nº ISO	
		Edition	01
	Planner	Date	May 2026
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Overview

Position title: Planner
 Department: Supply Chain
 Position title Manager: Supply Chain Manager
 Position title direct reports: Zero
 Location: Sunderland

Description Summary

The Planner is responsible for developing, maintaining, and communicating production schedules to ensure efficient manufacturing operations and on-time delivery to customers. The role coordinates demand forecasts, inventory levels, and manufacturing capacity to create achievable production plans while minimizing downtime, shortages, and excess inventory.

The Planner works closely with Operations, Procurement, Warehousing, and Commercial teams to ensure alignment between customer demand and production capability.

Responsibilities

- Create and maintain daily and weekly production schedules based on demand forecasts, inventory levels, and manufacturing capacity.
- Ensure production plans support OTIF customer deliveries.
- Monitor production progress and adjust schedules to manage changes in demand, delays, or operational issues.
- Maintain a stable production plan while balancing customer requirements and operational efficiency.
- Coordinate production across manufacturing lines to maximize utilisation and minimise changeovers.
- Review sales forecasts and customer orders to ensure alignment with production planning.
- Work with the commercial team to monitor changes in demand and update schedules accordingly.
- Ensure raw materials and packaging materials are available in line with production requirements.
- Collaborate with procurement and stock control teams to avoid shortages or excess inventory.
- Monitor inventory levels for finished goods, raw materials, and work-in-progress.
- Support the development and maintenance of inventory policies that balance availability and working capital.
- Identify risks of stock shortages, overstock, or obsolete inventory.
- Liaise with manufacturing teams to confirm production capacity and operational constraints.
- Participate in planning and operational meetings to review schedules and resolve issues.
- Work with operations to reduce downtime, changeover time, and inefficiencies.
- Maintain planning master data such as: Bills of Materials (BOMs), lead times, production rates, planning parameters
- Ensure planning systems and ERP data are accurate and up to date.
- Generate and analyse planning reports to support decision making.
- Identify opportunities to improve planning processes, efficiency, and forecasting accuracy.
- Support supply chain and operational improvement initiatives.

	Editor	Reviewed	Approved
Name	Heidi Mason		
Function	HR		
Date	May 2026		

Knowledge, Skills & Experience

- Experience in production planning, supply chain planning, or manufacturing scheduling.
- Strong analytical and problem-solving skills.
- Good knowledge of manufacturing processes.
- Experience using ERP or planning systems.
- Strong organisational and time management skills.
- Ability to manage multiple priorities in a fast-paced environment.
- Excellent communication and collaboration skills.
- Experience in FMCG or high-volume manufacturing environments.
- Knowledge of MRP / ERP planning systems.
- Understanding of make-to-stock and make-to-order production environments.

Values

- Ensures production schedules prioritise customer service and delivery performance while balancing operational efficiency – Customer First
- Continuously seeks improvements in planning accuracy, operational efficiency, and data integrity to support business performance – Be the Best
- Collaborates closely with operations, procurement, and commercial teams to maintain alignment between demand, supply, and production capability – Stronger Together
- Takes ownership of production plans and proactively resolves scheduling challenges to ensure customer commitments are met – Make It Happen
- Supports efficient production planning to minimise waste, reduce excess inventory, and improve resource utilisation – Socially Responsible

General

- To take responsibility for the health, safety, and welfare of yourself. Actively follow the Company's Health and Safety Policy, procedures, and safe systems of work
- Actively follow the Company's Environmental Policy and procedures and play your part in the achievement of environmental initiatives
- Be responsible for your quality of work and ensure that any quality checks required are carried out. Seek support as necessary
- To observe and continually promote equal opportunities and diversity
- To undertake all reasonable training activity designed to support you in your role
- To gain an understanding of the company's products
- To note, understand and comply with the Company policies and procedures. These documents will be available on People HR and available to sign independently.
- To undertake any such other reasonable duties within your skillset as may from time to time be required by your manager