



Planning Executive



OVERVIEW

The Planning Executive is responsible for preparing and monitoring weekly production schedules to align customer demand with production capacity. This role ensures raw material readiness, releases production orders, and coordinates closely with Purchasing, Production, Engineering, and Customer Service to achieve smooth operations and timely delivery.



KEY RESPONSIBILITIES

- Prepare weekly production schedules based on customer demand and capacity
- Track and report production plan performance
- Release Clear to Build (CTB) lists and coordinate with Purchasing on delivery dates
- Ensure raw materials are ready before scheduled production
- Provide commitment plans to Customer Service
- Report capacity constraints against customer demand
- Control in house kitting to avoid over issuing
- Communicate daily with Production, Engineering, and Purchasing to resolve issues
- Handle ad hoc assignments as directed by Department Head



QUALIFICATIONS

- Diploma/Degree in Business Studies or equivalent
- Minimum 3 years' experience in a related field
- Strong planning, analytical, and communication skills
- Computer literate and detail oriented



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that drives value, quality,
and growth.



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