

## Role Profile

<b>1. Role Particulars:</b>	
<b><u>Role Title:</u></b> MPS Scheduling Assistant	<b><u>Region/Segment/Team:</u></b> GSC/ Customer Fulfillment / Supply planning
<b>Job Level:</b> K <b>Location :</b> SS. Plant (Thailand)	<b>Reports to:</b> MPR Planning Executive
<b>2. Organogram:</b>	
<b>3. Purpose of role:</b>	
<p>To coordinate the Production Planning process as per supply plan and production capacity via the Production Planning System.</p> <p>Provide MRP and ensure up to date MRP information. Coordinate with procurement to ensure the arriving of raw material will be on agreed target.</p>	
<b>4. Key Results/ Accountabilities expected from role</b>	
<ul style="list-style-type: none"> <li>• Provide job orders to production and outsource vendors as per demand orders / urgent orders request.</li> <li>• Provide MRP / packaging plan according to demand orders or urgent orders and production plan.</li> <li>• Provide weekly production plan as per the demand orders and production capacity</li> <li>• Coordinate with lab team to provide blending work order</li> <li>• Provide filling work order as per the weekly production schedule and urgent order</li> <li>• Provide Decanting / Rebrand instruction according to the request from demand plan</li> <li>• Coordinate with all concerned parties regarding priorities to ensure finished products will serve demand requirement ,deliver to 3rd parties customer for make to order products.</li> <li>• To meet the CR objective and sales requirement in compliance with ISO standard</li> <li>• To conform to HSSE requirements ,and use the PPE.</li> <li>• Ensure all housekeeping routines are performed as per 5S Plant Standard</li> <li>• Provide all weekly/monthly reporting requirements on time.</li> <li>• Attend Daily Production Planning Meetings</li> <li>• To carry out any other duties as directed.</li> </ul>	

- To carry out equipment inspection, maintenance and tracking record according to IM operational control.
- To report any defect may cause equipment failure.

**5. Key challenges faced on the role**

1. Inventory control.
2. Execute for the optimized of space utilization.

**6. Any Other Relevant Information (Particular reference to planning (nature and impact), scope of impact (Team, BU, Segment, BP globally etc)**

No.

**7. Experience & Expertise (mandatory & desired)**

1. 3 years' Experience in manufacturing process.
2. Inventory Control process
3. Manufacturing
4. JDE
5. Computer skills ( Microsoft Office )
6. Coordination skill

**8. Economic dimensions associated with role (if any)**

N/A

**9. Country / Cluster specific information**

N/A

**10. HSSE Accountabilities**

1. Safety & Energy / Environment Audit in month.
2. E & HSSE Committee Meeting in month.
3. Safety Leadership.
4. 5S Committee Meeting in month
5. ISO Audit.

**11. Legally Required Training and Accountabilities**

**12. Required Competencies**

1. Computer skill.
2. Communication in English.
3. HSSE standard knowledge.
4. Inventory control knowledge
5. 5S Knowledge

**Approved by:**

**Manager of Line Manager** I have approved this Job Description

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

**Line Manager** I have briefed and provided a copy of this document to the role holder.

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

**Role Holder** I have read and understood the Role Profile as detailed in this document.

Name: \_\_\_\_\_

Sign: \_\_\_\_\_ Date: \_\_\_\_\_