

Job Description – Capacity Planner

In the last six years we have created more than 150 jobs, increased our turnover from £39 million to over £88 million and established seven regional offices within the UK to manage projects with clients across the highways, commercial, aviation, defence, leisure, and rail sectors.

Here at Toppesfield our goal is to continually raise the benchmark for the surfacing industry via our standards and performance, thereby enhancing our position as contractor for choice for all surfacing works.

The Job – Overview

The individual will handle the day-to-day capacity services for a wide variety of material coordination responsibilities to enable successful project and product manufacture and delivery.

Your key responsibilities:

- Liaise with the Contracts Managers and Contracts Director collating all material forecasting requirements
- Take overall responsibility for production planning, schedule adherence and continuity of supply
- Monitor, detect and communicate with key material suppliers' changes to our programme or specification requirements
- Attend supplier programme meetings, raise concerns and solutions with key management
- Communicate with Sales and Commercial when we engage non-preferred supply chain is engaged to avoid invoicing queries
- Develop and maintain strong collaborative relationships with internal and external stakeholders
- Analyse and present monthly MI and forecasting to the National Operations Director
- Drive and make suggestions to optimise the distribution
- Identify future material requirements that will affect capacity / availability requirements and ensure there is a match
- Assist and support the Logistics and Management team with administrative takes and issues relating material suppliers
- Develop, lead and implement a robust forecasting solution to streamline the process
- Support other Materials and Logistics activities as and when required

Our company offers a competitive salary and benefits package.

To find out more about our company please visit our website www.toppesfield.com, and to apply please email a copy of your CV and brief covering letter to careers (@) toppesfield . com or contact Chantelle Woodward.