

Preston Mill

Planning Co-Ordinator

We currently have an exciting vacancy at the Preston site for a Planning Coordinator to join our team.

The successful applicant must be a keen team player with excellent communication and organisational skills. You will have relevant experience within a manufacturing background, and are able to work well under pressure, to strict deadlines, and remain supportive and flexible during the busiest periods.

You should live within reasonable commutable distance to Walton le Dale.

A background or familiarisation with food, feed or agriculture will be a distinct advantage, although candidates with a genuine desire and enthusiasm to learn about the industry will also be considered.

The job holder will play a key role in supporting the management team. Some knowledge of food/feed legislative and transport compliance will be an advantage; these include HACCP, UFAS, quality systems, site hygiene, pest control and an understanding of driver working time directive and EU driver hours regulations.

The job holder will be encouraged to learn about all parts of the organisation, which presents real opportunities for progression and career development.

Duties include:

- Supporting the transport scheduling and compliance responsibilities of the Transport Manager, including covering for periods of planned and unplanned absence
- Supporting the Mill Manager with production planning of the mill, including covering for periods of planned and unplanned absence.
- Understand the requirements and importance of correct scheduling taking into account feed safe principles and risks of contamination
 - Play your part in ensuring that feed is delivered on time, in full and of an acceptable quality
 - Commit to site safety procedures and ensure health and safety regulations are followed
- Understand and apply principles of essential legislative requirements and good feed safe practices, including HSE, UFAS, HACCP, quality systems, site hygiene, and pest control. Including internal auditing to ensure compliance is maintained at all times
 - Maintenance of raw material stock levels and material intake planning

Hours of work are Monday to Friday 0830hrs-1730hrs

Remuneration

Salary commences at £30,000

Benefits include; Pension, discretionary sick pay, Group Life Assurance Scheme, additional holidays with years of service

Please submit CVs to recruitment@masseyfeeds.co.uk

Massey Feeds, Cranage Mills, Knutsford Road, Holmes Chapel, Cheshire, CW4 8EE

