



**LOCATION:** Cape Town, South Africa

**CLOSING DATE:** 30 October 2019

### **JOB DESCRIPTION: PRODUCTION ANALYST & PLANNER**

We are looking for a highly organized and energetic Production Analyst and Planner, to join the Performance Brands team in the Western Cape region.

The Production Analyst & Planner is responsible for day to day monitoring and planning of production orders to ensure production orders are delivered on time and in full. The Production Analyst & Planner is also responsible for the development, implementation and modification of internal production reports and key measurements.

### **PERSONALITY TRAITS**

- Enthusiasm for and an interest in sports and an active lifestyle
- Ability to meet targets under pressure
- Presentable
- High energy levels

### **RESPONSIBILITIES AND DAILY DUTIES:**

- Monitor and enhance production reports that track the various stages of apparel manufacturing.
- Measure factory and supporting service providers (CMT's) output against set targets and timelines.
- Measure factory and supporting service providers (CMT's) capacities in units, minutes or pieces.
- Forecast the sustainable output of the factory in accordance with strategic operational targets.
- Track and report on the cost recovery of each manufacturing department.
- Compare actual and estimated product costings and report on exceptions.
- Review Bills of Materials (BOMs) to ensure accuracy and that they reflect the latest manufacturing pricing.
- Engage in benchmarking studies to establish areas of potential operational improvement.

- Measure and report monthly, weekly and daily on key performance indicators of the manufacturing division.
- Analyse production statistics of operational performance and make recommendations.
- Managing stock aging of finished goods, work-in-process and trims.
- Performing cost benchmarking studies to identify areas of cost saving.
- Implement financial and operational best practices in the manufacturing planning division.
- Maintain a documented system of policies and procedures for the manufacturing division.
- Support the annual financial audit with reference to the company's product costing methodology.
- Analyse labour and overhead rates and suggest adjustments in absorption rates when necessary.
- Create additional analyses and reports as requested by management.
- Management of the production planning and administration staff.

#### **REQUIRED SKILLS AND QUALIFICATIONS:**

- BComm. Graduate, and Honours degree advantages
- Minimum 3 years work experience
- Strong Excel skills
- Good leadership and communication skills demonstrated on application
- Report writing skills
- Power BI knowledge will be advantageous
- Staff management experience

#### **WHAT WE OFFER:**

- Competitive remuneration
- Pension Fund contribution
- Medical Aid contribution

#### **TO APPLY:**

Please send your CV with the necessary documentation and your personal details to our HR Department [hr@performancebrands.co.za](mailto:hr@performancebrands.co.za)