JOB DESCRIPTION & PERSON SPECIFICATION

Job Title: Assistant Production Co-Ordinator	**Location:** Hunmanby
Department: Production / Operations	**Contract:** Full-time, Permanent
Reports To: Production Planning Co-Ordinator	**Direct Reports:** N/A

1.0 Job Summary & Role

Deep Sea Electronics (DSE) is a global leader in the design and manufacture of generator controllers, automatic transfer switch controllers, battery chargers, and vehicle control systems. With customers in over 150 countries and a reputation for innovation, quality, and reliability, we continue to invest in our people, products, and processes.

The Production Co-Ordinator is responsible for developing, maintaining, and communicating practical production schedules that meet customer demand while making effective use of people, materials, equipment, and available capacity. The role coordinates closely with Production, Purchasing, Engineering, Quality, Warehousing, and Customer Service to identify constraints, manage priorities, and support the safe, efficient, and timely delivery of products.

Managing and maintaining the site Training system (Starling) with the requirement to update SOPS.

2.0 Key Responsibilities & Main Duties

- Prepare and maintain daily, weekly, and medium-term production plans based on customer demand, order priorities, stock requirements, and available capacity
- Translate sales orders and forecasts into achievable manufacturing schedules
- Review material availability, labour requirements, machine capacity, tooling, and lead times before releasing work to production
- Monitor progress against the production plan and revise schedules when priorities, capacity, materials, or delivery requirements change
- Identify potential shortages, bottlenecks, and late orders early, escalating risks with recommended recovery actions
- Coordinate with Purchasing and Stores to ensure materials and components are available when required
- Work with Production supervisors to balance workloads, sequence jobs, and minimise changeovers, downtime, and work in progress
- Maintain accurate planning parameters, routings, lead times, order dates, and status information within the ERP or MRP system
- Communicate schedule changes and delivery risks clearly to relevant stakeholders
- Support inventory control by helping to maintain appropriate stock levels and reduce obsolete, excess, and slow-moving materials
- Contribute to capacity planning, continuous improvement, and root-cause analysis of recurring planning issues
- Produce and maintain planning reports, including schedule adherence, backlog, shortages, output, and on-time delivery

- Support Production requirements within Starling , facilitate training reviews and SOP updates as and when required
- Follow company health and safety, quality, environmental, and information-security procedures

3.0 Internal & External Relationships

- The role works closely with Production, Purchasing, Stores and Warehousing, Engineering, Quality, Sales, Customer Service, and Finance

4.0 Key Performance Indicators

- Production schedule adherence
- On-time delivery performance
- Planning-related downtime and order delays
- Accuracy and timeliness of planning data
- Inventory levels, work in progress, and obsolete stock
- Audit ready training files

5.0 Essential/Desirable Factors

Knowledge	
Essential: • Working knowledge of ERP or MRP systems and Microsoft Excel • Good understanding of manufacturing processes, bills of materials, routings, lead times, inventory, and capacity constraints	**Desirable:** • Knowledge of Lean manufacturing, continuous improvement, and demand or capacity planning methods
Skills & Attributes	
Essential: • Strong numeracy, attention to detail, and confidence working with changing priorities • Organised, methodical, and able to manage multiple priorities • Clear and confident communicator with strong stakeholder-management skills • Analytical and solutions-focused, with sound judgement under pressure • Proactive in identifying risks and following actions through to completion • Collaborative, dependable, and committed to accurate information • Commercially aware, with a strong focus on customer service, quality, cost, and delivery	**Desirable:**

Experience	
Essential: • Experience in production planning, materials planning, scheduling, or a related manufacturing role • Experience of working across departments to resolve operational issues and meet deadlines	**Desirable**: • Experience in an electronics, engineering, or high-mix manufacturing environment
Qualifications	
Essential: • GCSE in Maths and English of C and above, or equivalent	**Desirable**:

Created by	Dated Created
Production Planning Co-Ordinator	November 2026