

## Production Planning Assistant

### About Us

Halma Water Management (HWM) is a group of successful water conservation companies who have joined forces under a single sales, design and distribution network to manufacture and supply flow measurement, data logging, and leak detection solutions for the water industry. Our extensive experience and unrivalled innovation has made us a world leading team with an international reputation for technology, quality and service. Together, we provide an unparalleled range of products and services for the water industry.

We are proud to be part of Halma, a major worldwide technology group making safety products and products that improve quality of life. As an integral part of the Halma Group plc, Halma Water Management has the strength and credibility of a FTSE 100 plc Company with the financial resources to match.

Halma has been trading for over a century and has a level of corporate pride second to none. Their customers range from small enterprises through to some of the largest companies in the world, and they export products globally, currently to over 50 countries.

### Job Purpose

We are seeking an enthusiastic Production Administrator Assistance to support our production processes. The role involves generating route cards, creating shipping lists, managing access accounts, and completing documentation. As part of the HWM team, you'll contribute to providing world-class products and services to our customers.

### Key Requirement and Responsibilities

- Generating production route cards for customer orders
- Ensuring the completion of the route card, BOM and SOA pack, enabling stores to assemble kits in line with production plan
- Creating daily shipping lists for production
- Utilising Eng BOM to execute work tasks
- Recording accesses account bookings
- Participating in production meetings
- Scheduling bookings for stores

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the Company and its overall business objectives.

## Qualifications/Skills/Experience

- IT literate with experience in Excel and Word

## Skills/Experience

- Excellent Time management and organisational skills
- Strong team player with the ability to work effectively in a group environment
- Excellent communication skills with the ability to communicate effectively with colleagues
- Organised and methodical with a calm approach to work under pressure
- Pragmatic approach to problem solving
- "Can-do" attitude to work

If you are highly motivated with the desire to work for a leading water conservation company, then we would love to hear from you

## How to Apply

To apply for this vacancy please contact [hr@hwm-water.com](mailto:hr@hwm-water.com), sending your CV along with a covering letter stating why you feel you are particularly suited to this role.