



Burapha Agroforestry Co., Ltd is a Swedish/Lao plantation and wood products manufacturing company, with its own plywood mill, sawmill, and plantations.

Established in Lao PDR in 1994, Burapha's objective is to build a timber plantation asset in Laos large enough to be the core wood supplier for a major industrial operation. Burapha currently operates a sawmill/furniture factory and a new, state-of-the-art plywood mill, which commenced production in 2021.

## Production Planner

**Location: Hinheup District on a Monday to Friday drive in, drive out roster from Vientiane**

Reporting to the Plywood Production Manager and leading a small team, you will be responsible for developing and updating daily, weekly and monthly production schedules to ensure that production deadlines are met for our plywood mill. You will also determine and communicate production schedules based on output KPI's and sales priorities, prepare status and performance reports, ensure KPI requirements are updated and coordinate inventory consumables.

This is an attractive expatriate opportunity for an experienced planner with previous manufacturing experience to make a positive impact to the success of our mill while contributing to the development of our Lao production team.

While you will be based residentially in the Laos' capital of Vientiane, you will stay at the plywood mill in Hinheup District, approximately 1.5hrs out of Vientiane on a Monday to Friday roster.

### **Key Responsibilities:**

- Coordinate production and procurement between the sales team, Production Manager and the back office
- Provide leadership to direct reports in inventory and stores
- Evaluate sales orders to create and prioritise suitable production schedules, maximizing efficiencies and profitability
- Liaise with the Sales and Marketing Manager regarding optimising product mix
- Release products with the mandatory packing lists and co-ordinate with the Sales Support Officer
- Estimating the amount of material required for production (consumables and feedstock)
- Ensure the inventory is matched with the inventory control system and report to finance monthly
- Promptly address and resolve production issues to minimise delays in production
- Coordinate production operations with the Production Manager in accordance with material, labor, and equipment availability
- Recommend viable solutions to reduce production costs as well as improve production processes and product quality
- Advise changes to production schedules to ensure that production deadlines are met



- Compile status and performance reports and submit them to management in a timely manner
- Promptly informing the relevant departments and Production Management of changes to current production schedules
- Create reports in accordance with the Chain-of-Custody procedures and audit
- Follow safety standards and protocols when planning production and/or changing production

**Qualifications / Experience:**

- Related tertiary qualification is highly desirable
- Previous experience in a production planning role, ideally gained in timber/construction products
- Highly proficient in Microsoft Office applications, with knowledge of material requirements planning (MRP) and related software
- Exposure to Lean or similar best-practice manufacturing system highly desired
- Strong analytical and problem solving skills
- Attention to detail
- Excellent organisational and time management skills
- Effective written and verbal communication skills in English language
- Ability to work effectively in a multi-cultural team environment

We offer a competitive expatriate remuneration package including comprehensive health insurance and a supportive and committed team environment.

To apply, please send your CV, proof of qualifications and a cover letter (optional)

to: [recruitment@buraphawood.com](mailto:recruitment@buraphawood.com)

Only shortlisted candidates will be contacted for an interview.

**Closing date 26 June 2022**