



Atlantic Careers: Planner Vacancy

Atlantic Ltd is a long established family owned company with over 40 years in the Beer Dispense industry. We work with major alcohol brands across the UK. Due to our ever growing client base we are recruiting!

We have an exciting opportunity for an ambitious and focussed individual to join our successful team of Planners based at our Head Office in Clacton-on-sea on a full time permanent basis.

Role Objective:

To efficiently coordinate a set of Engineers, to install Beer and other draught products in outlets across the UK.

Day to day duties will include:

- Liaising with the Breweries and the Customers to plan in their product installations
- Logging Job requests on to our systems
- Managing Engineers Diaries
- Communicate with the engineering teams daily, weekly, and monthly
- Assigning Jobs to relevant Engineers
- Ensuring skill sets match the job assigned
- Ensuring customers SLAs are met
- Document Control – checking all worksheets are received and correct
- Project Management
- Work towards individual KPI's

Essential Skill Requirements:

- Have excellent Customer Service Skills
- Be able to work in a fast paced environment
- Be well organised and able to prioritise work load
- Have excellent communication skills and a good telephone manner
- Be able to handle challenging situations
- Be computer literate and proficient in IT packages such as Word & Excel
- Work effectively in team
- Have good Administrative skills
- Minimum GCSE grade A-C in English & Math (or equivalent)

The following Skills are not essential but would be a distinct advantage:

- Previous Planning or Scheduling experience
- Technical experience in the Dispense industry

Remuneration Package

- Salary: Initial hourly rate is £8.00 per hour, increasing to £8.50 upon successful completion of probation period.
- 20 days holiday + Bank Holidays
- Workplace Pension
- Full on the job training with options to undertake further learning
- Flexible hours

**If this position would suit you please forward your CV and covering letter to Helen.sykes@atlantic.org.uk
Or for an informal chat or more information please call Helen on 01255 224640 and select option 6**