

JOB DESCRIPTION

BASIC INFORMATION

Role Title:	Planner	Business :	Manufacturing – Process Equipments
Department:	Planning	Age:	25- 37
Grade:	M1/M2	Designation:	Engineer / Sr Engineer

Qualifications

Educational :	BE (Mechanical) (Must)
Professional :	Atleast 5 yrs experience in Planning and Scheduling for Process Equipments (Pressure vessels, Heat Exchangers, Columns, Tanks, mounted units) Should have hands on experience on MS. Project, Primavera and SAP Modules Strong exposure to shop-floor coordination and production planning. Strong knowledge of process equipment manufacturing sequences
Budget	

ORGANIZATIONAL RELATIONSHIPS

Reporting Matrix:	Reporting:	Factory Incharge
Roles Reporting to this position:	Direct Reporting:	
	Indirect Reporting:	

ROLE

To ensure effective planning, scheduling, and monitoring of manufacturing activities for process equipment, enabling timely project execution, optimal resource utilization, and adherence to delivery commitments.

MEASURES

- Adherence to project schedules and milestone achievement
- On-time delivery (OTD) performance
- Schedule variance and delay analysis
- Resource utilization efficiency
- Accuracy of planning vs actual progress
- Reduction in idle time and bottlenecks

AACOUNTABILITIES

- Prepare detailed **project schedules** using MS Project / Primavera based on contractual timelines
- Develop **baseline plans** and track progress against planned vs actual
- Coordinate with **Design, Procurement, Production, QA/QC, and Dispatch teams** for seamless workflow
- Monitor **shop-floor activities** and update daily/weekly progress reports
- Identify **critical paths, constraints, and bottlenecks**, and proactively recommend corrective actions
- Support procurement by providing **equipment delivery timelines and expediting inputs.**
- Ensure **material readiness** in coordination with procurement and stores
- Conduct **Daily/weekly/monthly review meetings** with stakeholders and present progress reports
- Update and maintain **SAP planning data**, work orders, and production tracking
- Support **capacity planning and load balancing** across shop resources
- Prepare and present **MIS reports, dashboards, and delay analysis reports**
- Ensure compliance with **project timelines, quality standards, and safety norms**
- Assist in **continuous improvement initiatives** for planning processes and systems
- Prepare & share daily / weekly progress report with customers.

SKILLS

Behavioural Skills:

- Strong analytical and problem-solving ability
- Effective communication and stakeholder management
- High level of ownership and accountability
- Ability to work under pressure and meet deadlines
- Team collaboration and coordination skills

Functional Skills:

- Expertise in project planning & scheduling tools (MS Project / Primavera)
- Working knowledge of SAP (PP/MM modules preferred)
- Understanding of manufacturing processes for process equipment
- Knowledge of WBS, resource planning, and critical path method (CPM)
- Strong skills in Excel, MIS reporting, and data analysis