

## CAREER OPPORTUNITY

### JOB TITLE:

**Planning Administrator**



### Background

Guided by our shared values, we all take pride in everything we do, working as one team with a shared vision to deliver the highest standards to our customers. We work in a fast moving ever-changing environment, so we are constantly looking at driving improvements to stay ahead of our game. There is a real passion to innovate across the whole Agilitas team, whether that be to improve our internal processes for our colleagues or simply make the customer experience a more pleasurable one! Our core PRIDE values (Passion, Respect, Innovate, Deliver, Embrace) unite the Agilitas team and ensure we remain focused and consistent in everything we do.

### The Role

We are recruiting for a Planning Administrator to join our Planning team to support the onboarding process of our new contracts.

This role supports our Bid team who quote for new business. Once we have won a contract with the customer, Planning team plans the contract ready to go live.

This is not your bog standard admin role – you really do need to think on your feet and have a ‘can do’ attitude. You will be computer literate and proficient at Excel, be a real team player and be able to work at a fast pace but to a consistently high standard with a real appreciation on the need to deliver against customer SLAs. You must have an eye for detail and a desire to learn.

This is an office based role within a friendly and supportive team, is full time and based in Nottingham. Full training will be provided

### Main Duties & Responsibilities

Assist the Planning function with:

- Bill of materials (BOM) Production
- Production and maintenance of parts lists database
- Produce specific BOM's for contracted asset base
- Analyse contracted database to extract and interpret relevant technical information relating to specific make-up of systems
- Contracts Planning
- Using tools and guidelines, plan which spares are to be held and where for support of systems under contract
- Planning Queries
- Assist Customer Support and Service Teams with planning queries
- Data Preparation
- Standardise data in preparation for upload to contracts database
- Parts Chain Maintenance
- Align parts chain data within internal systems
- Support the bid function with a longer term aim of producing customer contract quotations

### About You

This is a really busy role in a busy team so you must enjoy working at a fast pace but with high levels of accuracy. You must be PC literate, particularly in the use of Excel. You must be willing to learn and to be able to apply initiative to solve problems. You will be have a “can do” attitude and be confident, friendly and helpful to deal with other internal departments, 3rd parties and customers as required. This is an office-based role in a friendly and supportive team. An interest or understanding in technical product would be an advantage but certainly not essential (storage, server, networking). Full training and support will be given.

### In Return

As well as being a great place to work with a friendly and helpful team, we offer the following benefits:

- Standard 22 days holiday + bank holidays (increasing to 25 days with service).
- Additional ½ day birthday holiday
- Ability to ‘earn’ an additional 4 days per annum if you win quarterly awards based on the company PRIDE values.
- Cycle to Work Scheme.
- Death in service (2 x salary).
- Access to Medicash Cash Plan – cash back towards everyday healthcare bills and a wide range of other wellbeing benefits, unlimited access to virtual GP, 24/7 employee assistance programme, retail discount scheme.
- Regular away days and social events.
- Quarterly and annual awards.
- Invitations to award ceremonies and partner events.
- Dress down Fridays.
- On site parking available.

We are based in Nottingham at Glaisdale Parkway which is situated on the west side of Nottingham located approximately 4 miles to West of the City Centre via the A609 and 4 miles from the M1 with convenient access to junctions 25 and 26. The area is very well connected for public transport with numerous bus routes in close vicinity.

