



Job title | Scheduling Assistant / Production Administrator

Reporting To | Scheduling & Production Admin Manager

Location | The role will be based at our manufacturing Site in Leicester.

Hours | Day Shift: 08.30am to 5pm, Monday to Friday with a Daily 1-hour lunch break, contracted to 37.5 hours per week

The Role

The successful applicant will provide accurate detail on the planning for the whole and / or part of the Nylacast Engineered Products Manufacturing plant. Having an excellent understanding of the ERP system, the successful candidate will ensure that the system fully supports the business needs in providing detailed accurate information. With a "Can-do" attitude the candidate will be prepared to support across other areas of the business

Experience & Requirements

Main duties include:

- Accurately maintain customer forecasts into the live system
- Completion of labour analysis
- Completion of machine utilisation analysis, excel and syteline based
- System generated schedule analysis
- Assist Master Scheduler with lead time confirmation and production scheduling
- Generate reports as and when required
- Updating spreadsheets on a daily basis & accurately book in Job Cards
- Sort Material with Pick Notes & Job Cards
- Assist with ISO Paperwork and all other related quality issues
- General Administration – Filing and updating Training Matrix
- General Shop-floor duties
- Support on Stock Takes which usually take place on Saturdays (plenty notice will be given)
- Attend production meetings as and when needed
- Ensure full Adherence to the companies Health, Safety and Environmental Policies and procedures
- To act professionally in accordance with the company policies and procedures
- Other duties as and when required

Desired Skills and Qualifications:

- Excellent attention to detail and data driven
- Effective communication skills
- Polite, friendly and approachable with an excellent telephone manner
- Organised, accurate and methodical
- Computer literate and ideally with ERP system knowledge
- Desire to develop in the role and undertake training courses

Equal opportunities and other information/terms:

Nylacast Ltd welcomes the talent of people from diverse backgrounds to provide expertise dedication and imagination to propel us to a prosperous future. We believe that all employees have a right to be treated with dignity and as such will not tolerate any form of harassment and furthermore Nylacast operates Non-Smoking Policies.

Please send CV's to clare.gregory@nylcast.com
Closing date for applications will be 4pm on Friday 12th December 2025