

Production Planning Coordinator

Location: Trafford Park

Salary: c£27,500k+ bonus (negotiable - depending on experience)

Job Type: Permanent



ArcelorMittal

Are you a Planning Superhero?

Arch Steel, part of ArcelorMittal Building Solutions, is an established steel manufacturing business supplying high-quality products to customers across the UK. Operating within a busy, fast-paced manufacturing environment, the business prides itself on delivering excellent customer service alongside quality, reliability and efficiency. They are now looking to recruit a highly organised and confident Production Planning Coordinator to join the team and play an important role in keeping customer orders and production activity running smoothly.

Working at the heart of the operation, you will coordinate customer orders from initial receipt through to production, delivery and completion, acting as a key link between customers and the Production Team. You will book jobs into production, prepare and maintain production schedules, coordinate delivery and collection dates, produce and manage the associated paperwork and respond to customer queries throughout the process. The role will also involve raising purchase orders, maintaining accurate production records and supporting the invoicing process, including SAGE input, for which training can be provided. As part of a small, busy team, you will also provide some general office and administrative support when required, helping to ensure the day-to-day operation of the office runs smoothly.

This role would suit someone with previous experience in production planning, manufacturing coordination, order processing or a similar fast-paced customer-focused environment. You will need to be highly organised with exceptional attention to detail and the ability to manage multiple orders, priorities and deadlines without losing sight of the detail. Just as importantly, we are looking for someone who is confident, resilient and comfortable dealing with customers, including handling queries and changing priorities when things don't always go to plan. Strong communication and administration skills are essential, together with a proactive approach and the confidence to work across different departments to make sure customers receive the service they expect.

Ideal skills and qualities for this role are:

- **High Attention to Detail**
- **Highly Organised**
- **Excellent Communicator**
- **Resilient**
- **Not Afraid to Challenge**
- **Confident**
- **Good Under Pressure**
- **Asks Questions**



If you would like to apply for this role, please send us your fully detailed application, quoting job ref. **UPR291** to Untapped Potential by email to applications@untappedpotentialltd.co.uk.

We have a selection day planned for 11th Sep 2026 so please keep this date clear.

