

<b>JOB DESCRIPTION</b>			
<b>Position</b>	<b>Production Planner</b>	<b>Division</b>	Rockit Packing Company Ltd
<b>Reporting to</b>	Operations Support Lead	<b>Date</b>	December 2025
<b>Purpose</b>			
To ensure efficient, accurate, and timely production planning of fruit packing operations, aligning with business requirements, market demands, and operational constraints. The Production Planner acts as a key liaison between internal and external stakeholders, and packing operations to deliver effective packing plans.			
<b>Responsibilities</b>			
<b>Planning &amp; Coordination</b>			
<ul style="list-style-type: none"> <li>• Keep growers and investors informed about packing schedules at Te Ipu, ensuring alignment with the approved cadence.</li> <li>• Meet weekly with the S&amp;OP team to understand all packing requirements and develop coherent packing plans that consider supply and capacity constraints.</li> <li>• Align with approved business rules to clarify the order in which field bins are processed.</li> <li>• Liaise with the S&amp;OP team to understand target markets and SKUs for future orders.</li> <li>• Select relevant field bins for future orders based on S&amp;OP information, ensuring market access and fruit size profiles are met.</li> <li>• Serve as the main contact for all external packing operations and coordinate bin plans accordingly.</li> <li>• Develop and distribute accurate packing plans for internal and external packhouses that fulfil forecasted sales orders and are operationally sound.</li> </ul>			
<b>Operational Support</b>			
<ul style="list-style-type: none"> <li>• Coordinate with the packhouse leadership teams to manage changes in bin plans, market access, labelling requirements, and stock availability.</li> <li>• Coordinate the venting of CA rooms and supply to the packhouse once RA fruit is depleted.</li> </ul>			
<b>Data Management &amp; Reporting</b>			
<ul style="list-style-type: none"> <li>• Reconcile and update day/night shift batches.</li> <li>• Maintain accurate and efficient record keeping and data entry.</li> <li>• Prepare routine packhouse reports for RPC managers.</li> <li>• Collate data on manually graded versus machine graded fruit.</li> <li>• Enter rework data and required information from external packing operations into relevant databases.</li> <li>• Print carton labels for rework/relabel operations as needed.</li> <li>• Ensure all paperwork is filed in an orderly fashion.</li> </ul>			
<b>Organisational Responsibilities</b>			
<ul style="list-style-type: none"> <li>• Work proactively and collaboratively with all business areas to achieve desired outcomes.</li> </ul>			

- Ensure timely preparation of information, reports, and other documents as required.
- Maintain effective communication with all stakeholders.
- Update the Operations Support Lead regularly and notify the Production Manager of any critical changes to the production plan.
- Comply with health and safety systems and promote a positive safety culture.
- Develop strategies to streamline processes and reduce costs.
- Foster continuous improvement throughout the production planning process.
- Maintain confidentiality of employee and company information.
- Uphold high standards of performance and commitment to customer service.
- Undertake other duties appropriate to the position as required

### Essential Requirements

- Legally able to work in NZ

### Person Specification

- Experience in production planning, packaging and administration for apple export packhouse and cool storage operations
- Knowledge of quality processes and food safety requirements applicable to apple exporting
- Team player with good people and relationship management skills
- Advanced computer skills
- Organised and proactive
- Flexible in terms of working hours
- Proactive approach to problem solving
- The ability to adapt quickly to changing situations
- Empathy towards different cultures and beliefs in a working environment
- Proactive commitment to health and safety
- Positive outlook towards learning new skills
- Good business writing and reporting skills

### Team Values

Proactively demonstrate Rockit Global Limited's values in all work and internal and external interactions:

#### **Action Over Talk - Hohenga I Runga I Te Kōrero**

At Rockit we've never been about the talk; it's always been about the doing. Doing things that nobody thought was possible.

#### **Unstoppable Passion - Kohara Kāore e Taea Te Tū**

We use a simple formula; passion in the work, unbridled ingenuity and backing ourselves. We believe the world would be a better place if everyone rocked it with us!

#### **Doing Things Differently - He Rerekē Te Mahi I Ngā Mea**

Doing things differently has always been part of our DNA, and it's what saw us take a punt on the world's smallest apple and turn it into a big New Zealand success story.



**He Toa Takitini**

Ehara taka toa, te toa takitahi, he toa takatini kē

Uniting all cultures, as we strive to make a difference within our communities and in all aspects of our environment, while being true to ourselves.

**Employee Signature:**