

SKILLS FRAMEWORK FOR AEROSPACE				
SKILLS MAP - Manufacturing Planning Assistant				
Sector	Aerospace			
Track	Manufacturing			
Occupation	Production Planning Assistant			
Job Role	Manufacturing Planning Assistant			
Job Role Description	<p>The Manufacturing Planning Assistant monitors inventory status and stock availability, and prepares orders for outsourced production works and material procurement. He/she also checks the accuracy of invoices received for spares and consumables, and maintains records in the enterprise resource planning (ERP) system.</p> <p>He complies with legislative and airworthiness requirements, and is expected to adhere to the organisation's standard operating procedures (SOPs), safety, health and quality systems. He also supports implementation of continuous improvement initiatives and lean practices in the workplace.</p> <p>He possesses planning, organisation and stakeholder management skills. He is a good team player and able to assist his team members in ensuring adherence to the planned production schedules.</p>			
Critical Work Functions and Key Tasks / Performance Expectations	Critical Work Functions	Key Tasks	Performance Expectations (For legislated / regulated occupations)*	
	Manage supply chain and logistics	Draft sub-contract orders for outsourced production works and material procurement	In accordance with: <ul style="list-style-type: none"> International Civil Aviation Organisation (ICAO) legislation Air Navigation Order (ANO) Singapore Airworthiness Requirements (SAR) Relevant foreign aviation legislations Workplace Safety and Health (WSH) Act Environmental standards Aerospace quality management system standards *Performance Expectations are non-exhaustive and subject to prevailing regulations	
		Determine status of inventory levels and stock availability		
		Verify accuracy of invoices for spares and consumables in consultation with the purchasing departments		
		Maintain records in the enterprise resource planning (ERP) system		
		Prepare reports to track supplier performance		
	Conform to management system requirements	Follow standard operating procedures (SOPs) in performing manufacturing planning tasks		
		Comply with legislative requirements and airworthiness standards		
		Conform to environment, safety and health systems, policies and procedures		
	Contribute to continuous improvement	Apply organisational quality and risk management systems		
Support implementation of continuous improvement initiatives				
Adopt lean practices for assigned tasks				
	Collect data for operational analytics			
Skills & Competencies	Technical Skills and Competencies		Generic Skills and Competencies	
	Aviation Legislation Compliance	Level 1	Problem Solving	Basic
	Condition-based Assets Monitoring Management	Level 1	Sense-Making	Intermediate
	Continuous Process Improvement	Level 2	Service Orientation	Basic
	Human Factors Application and Error Management	Level 2	Decision Making	Basic
	Internet of Things Implementation	Level 2	Communication	Basic
	Knowledge Management	Level 1		
	Lean Manufacturing	Level 2		
	Mathematical Concepts Application	Level 2		
	Quality System Management	Level 2		
	Robotics and Automation Application	Level 2		
	Warehouse Inventory Control and Audit	Level 2		
	Workplace Safety and Health Framework Development and Implementation	Level 1		
Programme Listing	For a list of training programmes available for the Aerospace sector, please visit < https://www.skillsfuture.sg/skills-framework/aero >			

The information contained in this document serves as a guide.