

## Workshop Planner Jobs In Dubai | Al Futtaim Group

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Company: Al Futtaim Group

Location: Dubai

Category: architecture-and-engineering

## Workshop Planner Jobs In Dubai | Al Futtaim Group

### Job Description

#### Overview of the role

We are looking for a Workshop Planner to join our Toyota team in Al Ain. As a Workshop Planner, you will allocate the technical jobs to the technicians ensuring alignment of job requirement to technical skillset in order to optimize the workshop's utilisation. You will be the main link between the frontline and the workshop and supports timely performance of assigned technical jobs to ensure timely vehicle delivery to the customer.

#### What you will do

Allocate the Job to technicians based on correct category required to perform the job.

Monitor technician planning board and Job Progress Control Board as per monthly roster and escalate any concerns to the workshop manager

Ensure accurate/ fair distribution of jobs technicians' utilisation and efficiency targets are achieved.

Ensure Fix It Right (FIR) Process is being followed to achieve FIR target.

Ensure jobs allocated are closed as per the schedule

Ensure no deviation on time clocking process, escalate as required

Ensure vehicle on time delivery by providing the vehicle progress update to Service Advisor

## Skills

Required skills to be successful

Experience in allocating the job to technicians based on correct category required to perform the job

2 to 3 years' overall experience as a Workshop Controller OR Workshop Planner in the automobile dealership

Has the ability to write technical reports'

Strong communication skills

## About the team

Reporting to the Aftersales Manager, you will working with Technicians & Service Advisor on a daily basis. You will communicate all changes that affect a vehicle to the concerned department and constantly collaborate with other internal & external departments to maximize overall business benefits.

What equips you for the role

Diploma in Automobile / Mechanical Engineering

Diagnostic Technician or Equivalent

Good communication skills, both written and verbal

UAE driving license will be an advantage.

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