

# Junior Planner Cover Letter

91681 Hoeger Square East Sterlingland, OH 21843-1209

**Dear Alexis Hilpert,**

I would like to submit my application for the junior planner opening. Please accept this letter and the attached resume.

Previously, I was responsible for specific technical expertise in strategic and urban planning and work within a team of planners and engineers to complete urban planning, and strategic planning projects.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Ensure that Purchase Orders are released timely to vendors with realistic delivery dates in compliance to agreed lead times
- Maintain the correct and updated delivery date for each PO at BPCS
- Ensure supplier deliver the materials as per agreed timing with good quality
- Monitor and keep track supplier delivery performance together with warehouse
- Monitor the aging stock together with production planner
- Work closely with production planner to control the site inventory level
- Background experience in material planning / purchasing from a Manufacturing, Pharmaceutical, Consumer Healthcare / FMCG background will be an added advantage
- ERP system knowledge – manufacturing environment

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Peyton Bernhard