



Example of Inventory Planner Job Description

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Our company is growing rapidly and is hiring for an inventory planner. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for inventory planner

- Replenishment order maintenance, stock service level review including expediting as necessary
- Manage inventory for responsible items, re-deploy slow moving items
- Review regular instock reporting for key and advertised items
- You are accountable for establishing and controlling optimum product inventory levels and stock health based on set inventory plans, demand plan, agreed service levels and the supply strategy for multiple sites included in a worldwide supply chain network
- Manage tolling and purchasing activities being in permanent contact with the external suppliers and internally with the Purchasing and Manufacturing departments
- Participate actively on the implementation of new projects and give appropriate feedback about projects status versus plan in terms of qualitative and timely execution
- Provide any requested documentation to other Departments as needed, such as anticipated shortages to order demand, production issues that will result in service losses, factory related reasons for shortages to orders
- Developing inventory control and purchasing strategies based on value, history, forecasting, and special demands, while maintaining strategic balance between customer service and inventory turn goals
- Establishing and maintaining inventory information systems on purchased and manufactured parts, and finished goods, to ensure availability of accurate and current data on inventory levels, quantity, excessive inventory, shortages

accounting, and others as necessary to ensure the Plant order fulfillment requirements are met

Qualifications for inventory planner

- Coordinate with Operations, Global Outsourcing and Finance teams to analyze historical data and forecast demand
- Understand ECN and able to take quick action
- Able to write and read English
- Knowledge of molds
- Familiar with supplier capacity and LT, delivery situation
- Able to handle simple quality issue