



Example of Inventory Planner Job Description

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Our innovative and growing company is looking for an inventory planner. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for inventory planner

- Controlling and maintaining parts master lists, bill of materials, planning, and purchasing information
- Ensuring pricing and costs are accurate
- Initiating and expediting vendor purchase orders and interplant releases to ensure timely product availability and provide feedback to the customer, sales personnel, and customer service
- Responding to customer demand in a timely and accurate manner, ensuring on-time delivery and shipment of required quantities of defect-free product
- Maintaining working relationships with the manufacturing facilities and suppliers to reduce lead times, improve inventory control, and ensure on-time delivery
- Bachelor of Science degree in business or a related field required
- APICS or NAPM certification is preferred
- Develop and implement inventory and demand exception tools, key supplier and end customer fill-rate metrics and exception reports
- Develop statistical forecast models
- Gather, analyze and validate all data that will be used in preparing statistical forecast

Qualifications for inventory planner

- Knowledge/Use of forecast resp

- Three to five years of experience in management of materials
- Working knowledge and understanding of ERP/MRP systems
- Duties require a Bachelor's Degree and 2-5 years of experience in Inventory Control, Planning & Allocation, Financial Analysis or the equivalent combination of education and experience