



Example of Material Planner Job Description

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Our company is looking for a material 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 material planner

- Documentation of all material planning processes and procedures
- Plans all purchased parts within area of responsibility
- Enter all supplier returns in the system
- Assist in managing transportation logistics for all incoming components
- Drive inventory improvement efforts for raw materials, finished goods and component inventories which meet both customer service needs meeting goal objectives
- Update the materials metrics and track the measurable improvements for reporting back to the management team
- Ensure up-to-date ABC classification is maintained for planning, and other key inputs into the planning process
- Set stock Boundaries for all Raw and pack materials
- Support service parts requirements
- Analyze and measure the current production status and identify problem areas that impact Deliver to Commitment

Qualifications for material planner

- Bachelors degree in Industrial Engineering or Supply Chain degree or the equivalent in experience and evidence of exceptional ability
- Knowledge of various ERP/MRP systems required
- High school Diploma/ or local equivalent with at least 2 years experience in Materials Replenishment Planning (MRP) or Associates degree (or local

- Basic knowledge of the fundamental structure and workings of an MRP (Materials Requirement Planning) and/or ERP (Enterprise Resource Planning) system
- Knowledge and experience in working with Suppliers, Freight and Rail carriers, and Purchasing personnel, strong understanding of Purchasing concepts and corporate directed goals
- Requires a Bachelors degree in Business Administration with an emphasis in Planning, Engineering, Production Control or a related discipline and ten or more years progressive experience in planning, scheduling, budgeting and performance measurement