



Example of Material Planner Job Description

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Our company is growing rapidly and is hiring for a material planner. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for material planner

- Coordinate and monitor returns to vendors and the disposal of raw materials
- Active participate in lifecycle planning
- Exception communication and resolution
- Ensure and develop Supplier delivery performance
- Act on deviations by following the escalation process
- Optimize delivery schedules
- Optimize inventory levels at warehouses
- Actively participate in improving the material planning process
- Maintain information in MFGPRO
- Analyze production needs using the various MPS reports

Qualifications for material planner

- Typically requires a Bachelors degree in Business Administration with an emphasis in Planning, Engineering, Production Control or a related discipline
- Computer proficient with MRPII and Microsoft Office applications
- BSc degree or equivalent competence, minimum one year experience in purchasing, warehouse or material activities
- Good understanding of inbound supply chain and warehouse activities
- Systematic and target oriented, co-operative and fast analytical thinking
- Planning, organizing, proposing and influencing skills