



# Example of Material Planner Job Description

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Our innovative and growing company is hiring 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

- Regular review of inventory parameters
- Review long term forecast and make visible any sourcing decisions that might be needed
- Co-lead with the SRC counterpart the relation with the supplier
- Publish a monthly supplier issue report together with SRC & Quality to ensure a common priority list
- Manage inventory of assigned manufactured parts
- Review work center and plant capacity requirements to ensure customer demands can be met
- Develop and schedule workflow for each department to produce executable schedule
- Maintain database for manufactured and or purchased parts to ensure successful processing of customer and supplier demands throughout item's material list
- Monitors excess inventory, end-of-life, and lifetime buy analysis
- Coordinates disposition of excess material

## Qualifications for material planner

- Analytical capabilities including data analysis and problem-solving related to product costs, lead-time, project and production scheduling (Just In Time, Newsvendor model,...)
- Problem solving ability in cross-functional, fast-paced and multi-cultural

- Clear written and verbal communication with both internal and external team members
- A junior candidate with the right mindset and education would be considered
- Contribute with your creative and innovative mind-set when planning and ensuring availability of raw materials and consumables' supplies for Biopharma production and setting purchase orders to authorised suppliers
- Capacity of visualization and anticipation of activities and consequences  
ability to handle challenging situations