



Example of Material Planner Job Description

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Our company is growing rapidly and is looking for a material planner. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for material planner

- Work with purchasing to communicate with suppliers on Material quality, on-time deliveries and overall performance.(Supplier Evaluation)
- Review, update and re-schedule customer orders, discrete jobs, purchase orders and internal orders to maintain and up-to-date master production schedule
- Lead and coordinate the quarterly physical inventory process
- Assist with the receiving function and root cause Balance on Hand (BOH) issues in Oracle
- Work with purchasing to identify cost out opportunities related to outside purchased materials
- Work with Simore, Perth and the main plants to maximize utilization of the Eaton east/west trucks
- Perform all job functions with adherence to Eaton's Values and Philosophy, Safety and Environmental Standards
- Plans and maintains a material procurement process that establishes and achieves the least total cost, best quality and timely delivery for facility material purchases from internal/external suppliers
- Analyze inventory reports to identify slow moving items, overstocked items and obsolete inventory
- Schedule and implement part change notices while minimizing obsolescence

Qualifications for material planner

- Demonstrated strong organizational skills with the ability to work well under pressure and ch
- Highly proficient in MS Excel, Word, PowerPoint
- Experience in Logistics in an industrial environment
- Effective written and verbal communication skills, to communicate efficiently with Mgmt
- Thorough understanding of MRP/ERP systems, Materials Management standards & procedures JIT principles (Kanban, pull system)