



# Example of Material Planning Analyst Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our growing company is looking to fill the role of material planning analyst. 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 planning analyst

- Experience utilizing Material Requirements Planning tools (SAP desired)
- Forecast demand for raw materials based on data analysis with input from demand planner, local planner, manufacturing, quality and other related staff
- Make informed decisions on the appropriate actions to take with regards to a schedule
- Efforts to ensure accurate maintenance of lead times, EOQ, bracket pricing, & minimum order quantities
- Develop new models and perform case studies as required
- Maintain existing models that determine the appropriate stock levels and distribution of the company's aircraft related rotatable and expendable parts inventories
- Perform regular analysis which includes, at a minimum, the entire universe of applicable primary and alternate parts (the parts tree), associated aircraft effectivity, aircraft movement patterns, and locations, quantity on hand, prior usage, industry average failure rates, turn times and desired confidence factors
- Maintain a master parts tree
- Resolving master schedules and production problems, and negotiating lead times
- Incumbent ensures the timely delivery of materials to the facility, collaborating with suppliers to coordinate deliveries, shipping schedules and work schedules to meet facility production plans

- College or university degree, or equivalent, preferably in Supply Chain and/or Logistics Management or Industrial Engineering is required
- Review purchase requisitions, ensure timely purchase orders execution and rescheduling according to changes from MRP output
- Liaise with suppliers on delivery schedules
- Track shipments to ensure on time delivery and monitor performance of suppliers
- Manage suppliers to meet objectives in the area of quality, flexibility and inventory control
- Liaise with account payable in regards to supplier invoices & payment issues