



Example of Material Planning Analyst Job Description

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Our innovative and growing company is hiring for a material planning analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for material planning analyst

- Engage in APO CTM Planning and responsible to convert STR to STO as required
- Execute "Planning Run" (MRP) – analyze result to action, monitor inventory levels & compares to Inventory/Order demand, monitor and Solve daily planning issues to ensure uninterrupted supply to manufacturing
- Solve alerts on a daily basis by connecting with other departments like Procurement and MFG to prevent changing the customer promise date
- Hand over the purchase requisitions to Procurement
- Responsible to maintain RUI for internal Key raw planning till CTM is ready
- Key Stakeholders of Supply Planning in CTM process and master data ownership
- Act as key contact for affiliate Buy sell to support changes in Plan and assess fulfillment risk & opportunity to the Business
- Manage inventory levels to targets (include aged & obsolete) & Safety Stock and scrap
- Responsible for informing/correcting when master data or transactional data is incorrect
- Support SCM projects when necessary

Qualifications for material planning analyst

- College or university degree, or equivalent, preferably in Supply Chain and/or

- Bachelors Degree in relevant field or 3 years experience in Inventory Management, Production Planning or Purchasing
- Prior 3 to 5 years of experience on salaried level purchasing jobs, often having been a Purchasing Analyst, to become familiar with purchasing policies, practices and philosophies
- University degree, or equivalent, preferably in Supply Chain and/or Logistics Management or Industrial Engineering
- PCBA
- Electronic Industry