



## Example of Material Planning Job Description

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

- Support 98% on time delivery to customer, Support material control programs in support of Inventory accuracy goals and Inventory turn goals/targets
- Input and ensure maintenance of preliminary and production bill of material and associated component planning data that will enable cascade of demand through the supply chain
- To ensure raw material is provisioned in support of supply chain change and delivered in line with commitment to the IPT or project
- Ability to react on changing market demands
- Awareness of Global Consumer Laws
- Ensure materials are readily available in designated locations to meet project requirements
- Responsible for ensuring that assigned maintenance projects are completed within the defined time frames
- Review demand forecasts with project stakeholders
- Communicate with key stakeholders throughout the organization, providing presentations for a variety of topics related to the projects
- Establish supply schedules and communicate requirements to other members of Technical Operations Supply Chain

### Qualifications for material planning

- 1-3 years' experience in a Project Manager or Planner capacity
- Quantitative, analytical, and problem resolution ability with a high degree of motivation
- Ability to create formulas and to analyze data is required
- Must be able to fulfill FAA criminal background checks for Airport Security Identification Display Areas (SIDA) Badge requirement
- SQL and Tableau skills are a plus