



Example of Material Planning Job Description

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

- Develop performance objectives with all team members to support plant level SQDC goals
- Manage the flow of products
- Maintain optimal inventory levels to ensure on-time delivers to meet customer requirements
- Cross departmental communication
- Help improve inventory utilization by analyzing balance between inventory and customer demand
- Continuous process improvement through new ideas, processes and technology
- Management of all third party warehouses and toll processors
- Actively participate in daily team meetings
- Provide clear reporting on actual business trends and analytics which include demand / attainment and forecast accuracy on product configurations
- Effectively prepare the Operations and Procurement teams in developing capacity and supply plans that meet the prescribed demand providing insight for contingency planning

Qualifications for material planning

- Develop and implement objectives with assigned suppliers regarding parts supply, and ensure that these objectives are kept
- Fulfill all requirements as primary respondent to production/quality inquiries

- Take over the assistance of the JIS/JIT suppliers in serial production
- Maintain a high degree of integrity and fairness in transactions with assigned suppliers/logistics service providers and regularly monitor that activity to ensure its consistency
- Distinct knowledge of Parts Supplier processes and issues
- Bachelors degree in supply chain, environmental health & safety, industrial engineering, or related field Resourceful/problem solver