



Example of Material Planning Job Description

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Our growing company is hiring for a material planning. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for material planning

- Ensure material arrives in time for service calls
- Interact with management and other departments to answer service material related questions
- Provides decision guidance regarding items/purchase orders to release, firm, cancel, defer or offload work based upon current inventory, demand, BOM's and available capacity
- Ensures placement of purchase orders for raw materials
- Develops Logistics plans to reduce transportation costs and ensure high quality delivery of parts
- Manages supplier development and performance to meet the business requirements
- Coordinates engineering changes to ensure ECN instructions are clear and compiled
- Represents Materials/Supply Chain management at various meetings and relays related information to production planning and analysis staff
- To ensure the creation, maintenance, execution and communication of detailed plans for supply chain change ensuring all necessary pre-production / re-introduction SCP&C functional steps are undertaken prior to handover to production
- Support product re-introduction and new product introduction IPTs and CFBU development logistic teams, taking the role of the prime contact for the SCP&C elements of the delivery

Qualifications for material planning

- Ability to work in a team or individually in a continuous improvement environment
- Food industry knowledge a plus
- Three years plus maintenance experience in a manufacturing environment
- High School or Bachelor's degree
- Minimum of 5 years of Materials Management experience
- Ability to use and troubleshoot the MRP, and MTS systems