

# Material Planner

## **Objective:**

*To insure all material needs to support production requirements and customer order delivery commitments are met on all assigned commodities.*

## **Position Responsibilities:**

- Places purchase orders with suppliers for assigned material requirements
- Provides material release plan to suppliers with scheduled due dates and quantities needed.
- Reviews and acts upon order release, action and exception messages from the MRP system.
- Resolves problems with suppliers relative to material availability and quality.
- Arranges and coordinates material shipments with internal and external logistics services.
- Identify and communicate material supply issues affecting production schedules.
- Identify and develop improved material supply processes to support lean initiatives.
- Identify opportunities to improve cost, inventory levels, lead times, etc.
- Understanding and minimizing the risk of obsolescence on assigned commodities.

## **Special Requirements:**

- Ability to read blueprints and understand material specifications
- 3-5 years experience in a material planning or purchasing role
- Minimum of Associates Degree in Business or Materials Management preferred
- Knowledge of principles and techniques of production and inventory control management
- APICS certification desired. Willingness to achieve certification required.
- In depth knowledge of computer based manufacturing, scheduling, purchasing and planning systems (MRP). Experience with AS400 operating systems a plus.
- Experience with, and understanding of multilevel Bill of Materials
- Experience with implementing, and understanding change relative to material requirements planning
- Personal Computer system experience, and the ability to operate all office machinery (fax, copier, etc) required. Proficient in Microsoft Office (Word, Excel, Outlook, Access, etc).
- Excellent in multi-tasking and prioritization skills.
- Ability to work effectively and efficiently in stressful situations.
- Excellent oral, written and interpersonal communication skills required. Ability to present a professional image, working well with internal and external customers, suppliers and teammates required.
- Ability to maintain confidentiality of all information managed.
- Ability to work additional hours, as required, to support operational objectives.