

The Material Planner ensures that the required materials and supplies are available to meet production schedules while minimizing inventory costs. This role involves forecasting demand, coordinating with suppliers, and optimizing inventory levels to ensure efficient production processes.

Responsibilities

Demand Forecasting

- Analyze production schedules, sales forecasts, and historical data to predict material requirements.
- Adjust forecasts based on market trends, seasonal variations, and changes in production plans.

Inventory Management

- Monitor and manage inventory levels to ensure adequate stock while minimizing excess and obsolete materials.
- Implement inventory control measures to optimize stock levels and reduce carrying costs.

Production Planning

- Collaborate with production teams to align material availability with production schedules.
- Address any material shortages or overages to avoid production delays.

Data Analysis and Reporting

- Analyze inventory data, production reports, and supplier performance metrics.
- Prepare reports on inventory status, material usage, and supplier performance for management review.

Process Improvement

- Identify opportunities to improve material planning processes and inventory management.
- Implement best practices to enhance efficiency and reduce costs.

Compliance and Documentation

- Ensure compliance with company policies, industry standards, and regulatory requirements.
- Maintain accurate records of material purchases, inventory levels, and supplier agreements.

Qualifications and Skills

- Education: Bachelor's degree in supply chain management, Business Administration, or a related field preferred.
- Experience: Previous experience in material planning, inventory management, or a related role is preferred. SAP or similar ERP experience required.
- Strong analytical and problem-solving skills.

- Proficiency in inventory management software and Microsoft Office Suite (Excel, Word, PowerPoint).
- Excellent communication and negotiation skills.
- Ability to work collaboratively with cross-functional teams.

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