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| **Job Title:** | Material Planner |
| **Division/Department:** | ADH Planning Organization |
| **Position Location:** | Swainsboro, Georgia |
| **Reports to:** | Materials Supervisor |
| **FLSA Status:** | **Type of position:** | **Shift:** |
| [ ]  Exempt[x]  Nonexempt | [x]  Full-Time [ ]  Temporary Full-Time [ ]  Part-Time [ ]  Temporary Part-Time | [x]  1st [ ]  2nd [ ]  3rd |
| **Job Summary** |
| The Material Planner is responsible for integrating material management targets, goals and direction into tactical execution to purchase materials and manufacture products. The Material Planner is responsible for fulfilling the daily requirements of handling material exceptions, expediting purchase orders, and adjusting schedules in a methodical fashion. Prioritization is key. Focus on inventory optimization and applying policies to promote product availability in the most efficient means possible is vital.  |
| **Essential Job Duties and Responsibilities** |
| * Uses materials requirements planning (MRP), SAP transactions and report to plan material availability.
* Proactively drives material plan to achieve customer commitments and operations delivery objectives.
* Works with Value Stream leads to ensure demand is properly sequenced and capacity is correct.
* Creates and manages purchase orders with suppliers. Maintains purchase info records.
* Maintains relationships with suppliers to monitor lead time and adherence to schedule agreement quantities. Maintain ROP, commitment, and delivery quantities.
* Implements established Inventory Optimization guidelines.
* Other duties or projects as assigned.
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| **Education and Experience Requirements** |
| * Three years of experience in planning, coordinating, and scheduling production operations preferred.
* Bachelor’s degree in related field preferred. In lieu of degree, consideration for additional years of related experience may be accepted as a trade-off.
* Prior experience using material planning software (such as SAP MRP) preferred.
* APICS Supply Chain Certification desired.
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| **Skills and Abilities** |
| * Working knowledge of Microsoft Office Suite: Word, Excel, PowerPoint.
* Skilled use of SAP and MRP planning.
* An understanding of Lean manufacturing processes such as Kanban.
* Time management skills to prioritize and multi-task.
* Customer-service orientation. Strives to proactively address customer concerns and needs.
* Communicate effectively both verbally and in writing; listens effectively and clarifies information as needed.
* Detail oriented.
* Ability to process data logically and identify issues.
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| **Physical Demands and Working Conditions** |
| * Employee may be required to remain stationary for extended periods of time.
* Employee will frequently be required to transverse through office and/or manufacturing locations.
* Employee will frequently be required to actively listen and exchange information.
* Employee will be required to observe and assess information received via computer.
* Requires use of computer and telephone.
* Must have reliable, appropriate transportation.
* Work environment may contain load noises and odors that may last for long periods of time or on a continual basis.
* Work space is one that may contain moving mechanical parts
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| **Travel Required** |
| [ ]  None[x]  Minimal[ ]  Estimated \_\_% |

**NOTE:** The above stated duties are intended to outline those functions typically performed by individuals assigned to this classification. This description of duties is not intended to be all-inclusive or to limit the discretionary authority of supervisors to assign other tasks of similar nature or level of responsibility nor does it imply an employment agreement.