



## Graduate Materials Planner – Job Description

(Job Code and Level: MPLMP000)

### **Definition:**

Materials Planning is defined as: Schedules and forecasts the right volumes of materials, goods and products inbound to the business from its supply chain companies.

### **Overall Purpose of the Role:**

To assist in the materials planning department to ensure that the supply of materials meet the production schedule and minimum safety stock levels to ensure operational and production continuity.

### **Duration:**

Graduate placements are generally between 3 and 6 months, during which time the incumbent will deliver a project or process improvement to ensure continuous functional improvements, whilst developing a knowledge and competence of the generic role they are undertaking.

### **Key Responsibilities:**

#### **General and Task Management**

- Assist with the creation of material plans, schedules and forecasts
- Assist with and co-ordinate the delivery scheduling process to ensure there are no disruptions to production
- Build relationships with suppliers and handle any queries within capability
- Develop negotiation skills and assist in liaison with suppliers
- Compile data relating to supplier performance to enable evaluation
- Respond to queries and help to resolve any issues
- Communicate with internal stakeholders regarding progress and updates
- Keep accurate records and update any computerised/Material Requirements Planning (MRP) systems
- Attend meetings and provide support as and when required
- Prepare reports and information
- Provide general administrative support

### **Self Management**

- Work in a safe manner and comply with the Health, Safety and Environmental Policies
- Balanced and confident
- Achievement Focussed
- Makes productive contributions
- Team player with a positive effect on the mood
- Consistently manages the task
- Is self aware
- Is resilient, optimistic and open to change
- Shows moral courage, openness and honesty in all dealings

### **Skills and Attributes:**

- Strong computer skills, particularly Excel and the ability to learn new systems quickly
- Good analytical and numeracy skills
- Good problem solving abilities
- Excellent attention to detail
- Good communication and interpersonal skills
- Able to meet deadlines and work under pressure

### **Qualifications and Experience Levels:**

- Relevant business/commercial or manufacturing/engineering degree
- Membership of an industry related professional body would be advantageous
- A knowledge of automotive processes would be advantageous
- Computer literate, especially Excel skills and able to analyse data

### **Example roles this job description may cover:**

- Assistant Materials Planner
- Materials Planning Trainee
- Graduate Planner