



## Materials Planner – Job Description

(Job Code and Level: MPLMP002)

### 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 ensure that the supply of materials meet the production schedule and minimum stock levels to ensure operational and production continuity. Able to deliver efficient, effective and flexible solutions to meet production requirements. Maintains strong relationships both internally and externally to ensure supply of materials meets requirements. Work under general supervision, reviewed by Management. Decisions and results have an impact on the function and their success. Performance affects the function's image.

### Key Responsibilities:

#### General and Task Management

- Schedule the supply of materials/components to meet production requirements and minimum safety stock levels
- Plan, develop, implement and evaluate processes for material delivery from supplier to point of fit
- Assess volume requirements against planning assumptions
- Day-to-day order management and management of deliveries
- Understand and manage risks to minimise impact on production schedule
- Take follow up actions in relation to material shortages that affect production
- Implement all processes to agreed standards and targets and support continuous improvement initiatives and identify areas of improvement
- Utilise any Material Requirements Planning system (MRP) or IT system that is in place and ensure that data is accurate and up to date and resolve any issues as required
- Monitor the integrity of Bill of Materials (BOM) and manage inventory accuracy
- Monitor inventory levels against agreed target levels

- Support inventory checks to validate inventory accuracy
- Minimise obsolete stock and ensure business is left with minimum liability
- Create regular statistical reports and analysis and update others in the organisation

### **Relationship Management**

- Collaborate with internal and external stakeholders to forecast, plan and facilitate on-time materials to the production line as and when required, avoiding disruption to production
- Generate and communicate supplier material delivery schedules and forecasts to ensure they reflect requirements and meet demands
- Develop and maintain good relationships with suppliers and ensure demand for materials is met and deliveries made on time
- Develop and implement processes and work with suppliers on continuous improvement initiatives
- Support assessment and sourcing of suppliers in conjunction with members of the purchasing team
- Support supplier meetings and negotiations to ensure demand for materials is met
- Resolve supplier concerns and evaluate supplier performance in conjunction with members of the purchasing team

### **Self Management**

- Adhere to any health, safety and environmental policies and procedures to ensure the safety and wellbeing of self, staff and visitors
- Assertive, optimistic, resilient and welcomes change
- Engages interest and participation of others
- Proactively contributes to the team
- Is self aware and has a collaborative approach to working with others
- Shows moral courage, openness and honesty in all dealings
- Self-motivated and able to work under pressure

### **Skills and Attributes:**

- Good communicator with the ability to form and maintain good relationships internally and externally
- Strong interpersonal, negotiation and influencing skills
- Commercial and financial awareness with a full understanding of how failure impacts the costs, production, manufacture and customer order fulfilment
- Results orientated and organised with the ability to plan and deliver against deadlines
- Strong analytical, planning and problem solving skills
- Project management skills
- Excellent attention to detail skills

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

- GCSE Level A-C, IVQ Technician certificate, BTec first certificate or equivalent NVQ level 2 qualification
- Commitment to work towards professional accreditation with an industry related body
- Previous experience of materials planning ideally in the automotive or manufacturing environment
- Good understanding of supply chain processes and their interdependencies
- Understanding of supplier relationships and some experience of working with suppliers
- Strong IT systems knowledge and skills including advanced Excel skills
- Knowledge and experience of using MRP (Material Requirements Planning) systems or similar
- Knowledge of lean techniques may be advantageous

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

- Material Controller
- Material Scheduler
- Material Production Planner
- Planner
- Supply Chain Planner