

GENERAL INFORMATION:



Job Title	Materials Planner
Department	Materials Operations
Location	Carlsbad, CA (CVR)
Job Level	Mid / Senior

Job Description

JOB PURPOSE:

This role reports into the Procurement Team and works in collaboration with the Logistics, Supply Chain, & Mfg. Teams. The primary focus of the role is to partner with all BOM raw material suppliers to ensure optimal inventory and delivery schedules align to end customer sales orders and manufacturing schedules. This role will be required to handle some level of Purchasing activities, operating as a backup to the Purchasing Team. This is also considered a developmental opportunity into the supply chain side of the organization, and as such will need to understand and apply key supply chain concepts.

ESSENTIAL FUNCTIONS OF THIS POSITION:

- Coordinate raw material delivery schedules across several different suppliers in relation to weekly/monthly Sales Orders and Forecast (BTO/BTF)
- Ensure schedule alignment across systems and subsequent factory build plan
- Ensure proper inventory targets set and maintained based on demand, mfg., & supply volatility, while keeping inventory investment to a minimum
- Ensure sufficient supplier capacity through Forecast messaging and working with Sourcing/Procurement
- Continuous monitoring of planned orders, purchase orders, demand fluctuation and associated material requirements to meet the company's customer commitments.
- Ability to develop influential working relationships with supply base and internal customers

QUALIFICATIONS/SKILLS NEEDED TO ENSURE SUCCESS:

- Strong MS XL proficiency
- Proficient understanding of MRP or ERP systems – previous implementation experience a plus
- Understand the methods and techniques involved in lean manufacturing and Just-in-Time (JIT) management

Knowledge Areas and Technical Competencies

- Purchasing
- Master Scheduling
- Data Management
- Supplier Metrics
- Inventory management
- Risk management
- Supplier relationship management
- ERP / MRP concepts & application

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EDUCATION & EXPERIENCE:

- Minimum 5 years of Purchasing, Factory Planning and/or Supply Chain experience.
- 4-year college degree in related field of study or equivalent working experience
- SAP, Oracle, GP or comparable system transaction experience

ATTRIBUTES/APTITUDES/ATTITUDE

- Thrives in a highly collaborative and dynamic work environment
- Possesses a quality-oriented mindset and attention to details
- Demonstrate superb communication skills
- Strong inner drive and self-motivation
- Creativity in problem-solving