

Materials Planning Analyst

You will be responsible for planning and forecasting the right volumes of materials, goods and products inbound to the business from its supply chain companies to meet business needs and objectives.

Key Responsibilities: General and Task Management

- Create plans, forecasts and schedules relating to materials required to meet operational requirements
 - Undertake detailed and comprehensive analysis on material costs and identify opportunities for bulk discounts or cost savings from suppliers
 - Make recommendations based on findings and analysis
- Review ways to save money and maintain consistency in material quality
- Monitor variances and recommend process improvements
- Participate in regular planning reviews and prepare data in line with changes
- Monitor data input to any MRP system or IT system for accuracy and resolve any issues as required
- Review data integrity for the BOM's, evaluate usage and cost of materials in relation to actual build
 - Monitor inventory levels against agreed target levels
 - Track inventory trends
- Carry out routine inventory control audits and support inventory checks to validate accuracy
 - Create inventory reports and updates to others in the organisation
 - Create supplier metrics. Issue and maintain performance metrics in order to optimise service levels
 - Work with Material Planning staff to resolve issues, update material schedules and ensure supporting MRP systems reflect forecast and demand for products
- Work towards and support a culture of continuous improvement and work to make business and department improvements wherever possible

The Person

- Assertive, optimistic, resilient and welcomes change
- Proactively contributes to the team
- Is self aware and has a collaborative approach to dealing with others
- Self-motivated and able to work under pressure

Skills and Attributes:

- Excellent analytical, planning and problem solving skills
- Ability to undertake complex analysis to create information and to interpret data and trends
 - Numerate with financial and commercial awareness and a full understanding of how failure impacts the production, manufacture and customer order fulfilment
 - Good communicator with the ability to form and maintain good relationships internally and externally
- Results orientated with the ability to plan and deliver against deadlines
- Excellent attention to detail skills

Qualifications and Experience Levels:

- A Levels, ONC-D, BTEC National Diploma Level 3, IVQ Technician Diploma or equivalent NVQ level 3 relevant qualification
- Professional accreditation with an industry related body
- Relevant industry experience either in material planning, logistics or supply chain ideally in a manufacturing environment
- Good knowledge and understanding of a variety of manufacturing processes and components and good understanding of supply chain management
- Proven IT systems knowledge and skills including advanced Excel skills
- Knowledge and experience of using MRP systems
- Experience or knowledge of statistics, forecasting and management information methods and techniques
- Knowledge of lean techniques and continuous improvement