



## Materials Planning Analyst – Job Description

(Job Code and Level: MPLMP003)

### 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:

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. 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

- Create plans, forecasts and schedules relating to materials required to meet operational requirements
- Liaise with stakeholders as and when required
- 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 Material Requirements Planning (MRP) system or IT system for accuracy and resolve any issues as required
- Review data integrity for the Bill of Materials (BOM), 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
- Communicate with stakeholders sharing reports, updates and analysis to aid decisions and optimise operational efficiency
- Work with Material Planning staff to resolve issues, update material schedules and ensure supporting MRP systems reflect forecast and demand for products
- Utilise knowledge and research methods to benchmark materials planning activities and to drive best practice results
- Work towards and support a culture of continuous improvement and work to make business and department improvements wherever possible

### **Self Management**

- Adhere to health, safety and environmental policies and procedures to ensure safety and wellbeing self, other 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 dealing with others
- Shows moral courage, openness and honesty in all dealings
- 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 qualification
- Professional accreditation with an industry related body
- Relevant industry experience either in material planning, logistics or supply chain ideally in the automotive or manufacturing environment
- Good knowledge and understanding of a variety of manufacturing and automotive 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 (Material Requirements Planning) systems
- Experience or knowledge of statistics, forecasting and management information methods and techniques
- Knowledge of lean techniques may be advantageous

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

- Supply Chain Analyst