



## Planner/Buyer

We currently have a vacancy for the position of Planner / Buyer within our Purchasing Department. The job holder will be responsible for the planning of production and material supply activities and the purchasing of products from Inter-company sources, management and planning of Localisation and New Product Introduction projects and providing inputs into S&OP and MRP processes.

Other activities will include:

Develop and implement lean logistics, manage stocking and replenishment strategies for a range of products and materials. To manage Inter-company supply performance for consistent quality and On Time Delivery to KPM UK including identifying opportunities for improved value for money supply chain routes. To project manage long and short term improvement projects within the supply chain You will be working closely with the Master Scheduler, Application Engineers, Sales Team, Production Planners and Local Purchasing Buyers in the ordering of materials and provision of quoted lead-times.

### **Key Responsibilities:**

- Lead Materials Planning for New Product Introduction and Localisation
- Lead planning process for Phase in / Phase out (PIPO) of Inter-company products to the agreed timing plan
- Develop and manage lean logistics stocking strategies for Factored, KD and Spares parts
- Develop inventory management programmes, whilst ensuring material availability to satisfy manufacturing operations
- Liaise with Sales and Engineering Team to prepare product forecast for input into MRP and improve forecast accuracy
- Generate lead time information and offer a single point of contact for determining delivery commitments
- Set up and run Material Requirements Planning routines and process MRP output
- Review customer schedules and ensure that requirements can be satisfied from existing orders
- Support Engineering changes/projects
- Raise and manage Inter-company purchase orders including order confirmation, order change processes, expediting, cancelling and postponing orders as required
- Respond to stock adjustments, reducing impacts on customer orders and minimising costs of expediting
- Support annual price review for Inter-company supplied parts
- Maintain Planning and Procurement Master Data for all Inter-company products including new parts, engineering change notes or manufacturing change notes
- Escalation to Management of threats to continuity of supply.
- KPI collation and communication to the business
- Action Miscellaneous requests, data analysis and project work

The successful applicant will possess substantial experience in a planning or procurement role ideally working with SAP. You should have experience of developing and implementing purchasing, sourcing and stocking strategies with experience of lean logistics.

Please apply in writing, enclosing an up to date CV if you have one, to the HR & Training Department by 4:45pm on Monday 25 September 2017.