JOB DESCRIPTION
Rockline Industries, Inc.

Master Planner

Department: Purchasing  Reports to: Purchasing Supervisor

POSITION SUMMARY: The Master Planner is responsible for coordinating all aspects of raw material management required to support production. This includes planning & scheduling materials from MRP, managing material availability, troubleshooting material availability problems, determining & eliminating the root cause of problems in the supply chain, communicating material supply issues to internal customers, resolving conflicts as they arise, and placing PO’s with suppliers. This position will work in close partnership with Sales, Marketing, Operations, Scheduling, Customer Service, and Corporate Logistics, and external partners such as our raw material suppliers in order to develop supply chain strategies and plans that maximize service levels while simultaneously minimizing risk and reducing total inventory & cost throughout the entire supply chain. The position encompasses the principles of customer service, teamwork, communication, and negotiation.

ESSENTIAL DUTIES & RESPONSIBILITIES include, but are not limited to the following:

- Effectively manage raw materials -
  1. Expedite and de-expedite raw materials in order to meet production requirements and inventory goals.
  2. Identify obsolete / slow moving inventory and implement processes/programs in place to reduce/minimize obsolete /slow moving raw material inventories.
  3. Timely handling of non-conforming and defective raw materials – including discussions with Quality Control personnel, users, suppliers, and others in order to determine the source of the problem and necessary corrective action.
  4. Proper handling of item transitions.
  5. Plan and schedule material requirements from MRP and set-up/modify item planning parameters as needed.
  6. Proper / consistent descriptions used in setting up of raw materials.
  7. Maintain raw material shortage notification spreadsheet.
  8. Assists in identifying and resolving inventory errors.

- Develop and implement procedural enhancements and improvements which make our planning & ordering processes more efficient & effective.
- Implement programs/processes which increase raw material inventory turns while decreasing raw material stock outs and backorders.
- Develop effective and efficient supply chain strategies and tactics to improve site production scheduling, inventory planning, inventory management, replenishment and disposition strategies.
- Drive efficiencies & better utilization of the JDE system.
- Takes leadership role in driving key improvement initiatives for supply chain.
- Establish and maintain positive interdepartmental and intra-departmental working relationships.
- Work as a team member and cross-functionally with other departments.
- Clearly & proactively communicate capacity/material constraints to the entire supply chain.
• Coordinate communication between Manufacturing, Receiving, and Scheduling regarding potential delivery problems which may affect the finished goods schedule.
• Contribute creative ideas in relation to your raw material responsibilities –
  1. More effective management of raw materials
  2. Cost reduction / Cost savings
  3. Improvement of systems and processes
  4. Elimination of non-value added tasks
• Ensure supplier's acknowledgement of purchase orders are consistent with required dates and quantities and maintains the MRP system on a timely basis.
• Properly prepare your back-ups when taking time off.
• Timely completion of supplier reviews with valued input.
• Prepare and issue purchase orders and release orders for all raw materials & MRO goods/services.
• Take on purchasing projects and commodity responsibilities as assigned.

EDUCATION, EXPERIENCE, SKILLS REQUIRED
• A bachelor’s degree in Business, Production Management, Industrial Engineering, Finance, Economics, or equivalent.
• At least two year’s experience in manufacturing, production planning, scheduling, materials management or related function is strongly preferred. APICS certification would be a plus but is not required.
• Good team player with passion, customer focus, a demonstrated sense of urgency to resolve conflicts as they arise, & the ability to handle multiple priorities in a fast-paced environment.
• Strong data analysis, problem solving skills, and math skills.
• Demonstrated history of identifying & implementing creative solutions to drive cost out of the supply chain and improving existing systems & processes.
• The flexibility to handle a broad range of responsibilities as well as the ability to manage multiple projects simultaneously.
• Must be a self starter, and be able to work independently without close supervision.
• Must be organized and detail-oriented, able to prioritize tasks and work against deadlines.
• The ability to determine root cause with a focus on implementing effective solutions.
• Demonstrated ability to implement continuous improvement processes.
• Able to develop excellent relationships with internal and external customers (suppliers), as well as troubleshoot and manage resources to gain solutions to complex supply problems.
• Excellent written & verbal communication skills & the ability to clearly communicate to all levels of the organization.
• Capable of making decisions as needed.
• Working knowledge of bill of materials, manufacturing processes, and operations.
• Good negotiating skills are a plus.
• Proficient in MS Office products (Excel, PowerPoint, Word), expert with ERP/MRP/MPS software systems. Experience with JD Edwards is a plus.