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| **Job title:** | Planner |
| **Department:** | Planning |
| **Reporting to:** | Head of Planning |
| **Brief summary:**Working within the Planning function providing strategic, operational and day-to-day support ensuring that Customer Service levels and Inventory targets are achieved in line with business objectives. |
| **Key areas of responsibility:** |
| * Manage the inventory levels of selected SKU’s from the NPI process handover to end of life
* Manage the ordering process from point of order through to delivery
* Add value to the supplier relationship
* Take appropriate corrective actions against Po discrepancies/invoices
* Schedule in / schedule out purchase orders in line with changes to demand plan
* Effectively analyse demand vs forecast
* Add forecast information to the Planning software
* Working with the Sales & Marketing Teams to improve forecast accuracy
* Update and maintain data in the ERP system
* Update warehouse management system and prepare documents for Goods In
* Update reports to communicate arrival dates to the rest of our business
* Provide procurement schedules to suppliers in line with company objectives
* Authorise stock adjustments in the cycle count process
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| * Work according to the strategy, policies and procedures defined by the Head of Planning to optimise inventory to achieve financial objectives (cash / working capital) and customer service objectives (OTIF)
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| * Provide regular and effective supplier performance reviews and notifications
* Understand, update and publish KPI’s to demonstrate Supply Chain performance, these should include but are not limited to
	+ Inventory health
	+ OTIF
	+ Back order value
	+ Age of back orders
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| **Key internal and external relationships:*** Customer Service Team
* External Sales Team
* Projects
* Finance
* Suppliers
* Key customers
* Warehouse & logistics
* Product Management
* Sourcing
* Marketing
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| **Key skills and qualifications:** |
| * Previous experience of working within a Planning environment essential
* Proficient user of Microsoft Excel and Outlook
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| * Ability to work as part of a team and use own initiative
* Proven ability to negotiate with and influence peers and suppliers
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| * Uses data and analytics to proactively monitor and review plans to hit or exceed targets and drives root cause analysis to ensure a permanent fix
* Proven ability to successfully manage a multitude of high priority tasks simultaneously
* Have the ability to work under pressure, maintaining accuracy and keeping to deadlines
* Excellent interpersonal and communications skills, including proven verbal, written, and presentation skills.
* Ability to make effective decisions in line with business objectives
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