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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 | |
| * 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) | |
| * 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 | |
| **Key internal and external relationships:**   * Customer Service Team * External Sales Team * Projects * Finance * Suppliers * Key customers * Warehouse & logistics * Product Management * Sourcing * Marketing | |
| **Key skills and qualifications:** | |
| * Previous experience of working within a Planning environment essential * Proficient user of Microsoft Excel and Outlook | |
| * Ability to work as part of a team and use own initiative * Proven ability to negotiate with and influence peers and suppliers | |
| * 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 | |