

Lead Planner

Material Planner

Department: Project Management Office

Reports To: Program Management Office Supervisor

Essential Functions of the Role:

- Develop valid, feasible procurement schedules for new product development projects
- Interact frequently with engineering, Program Managers, Finance and manufacturing personnel to balance project schedule and cost performance
- Manage procurement requests in support of engineering needs
- Manage material inventory in support of new product development projects
- Build and manage initial product BOM's prior to release in the PLM configuration management system
- Screen Product BOMs for potential lead time and obsolescence issue
- Other duties as requested by management

Major Duties and Responsibilities:

- Update Program Managers with material procurement status as needed
- Track material procurement by project to ensure material available for project use per the project schedule
- Initiate material purchase requests in support of product development efforts
- Ensure smooth transition of material planning during new product introduction into manufacturing
- Review New Product introductions, and Promotion Calendar to ensure that Supply Chain can support all
- Provides reporting to the program management team for material procurement status and budget updates
- Present summary of key information at Project Management meetings.
- Participate in meetings, and keep up to date on issues related to New Product development and introductions, Metrics, and other related Supply Chain issues.
- Resolve issues by presenting various alternatives for decision at IPT meetings.
- Identify materials with no further use, recommend disposition.
- Coordinate production of assigned subcontractor(s)/vendor(s) and movements of materials/product to/from this subcontractor(s)/vendor(s).

Minor Duties and Responsibilities:

- Provide Purchasing with requisitions and vendor schedules, through SAP
- Other duties as requested by management.

Key Competencies:

- BA/BS degree - Business or Technical
- 5-8 years' experience in Manufacturing and/or Materials management
- Experienced user of computer systems.
- SAP and MRP experience desirable.

Physical Requirements:

- While performing the duties of this position, the employee is regularly required typing skills
- Must be able to lift up to 10 pounds
- Must be able to sit for an extended period of time

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations made by to enable individuals with disabilities to perform the essential functions.

Duties and responsibilities can be changed at any time at management discretion.

Director of Human Resource / Date

Director of Program Management / Date