



DESIGNS & EQUIPS MISSION CRITICAL OPERATIONS

POSITION TITLE:

Materials Analyst/ Planner

PRIMARY ROLE:

The Materials Analyst/Planner is responsible for the evaluation of project's material requirement driven by sales orders and/or client project requirement and the coordination of materials plan with various departments. In addition, this position is responsible for maintaining the health of the ERP system through proper maintenance and regular upkeep. This position supports and works with the Supply Chain Manager to achieve departmental and Company goals and objectives.

RESPONSIBILITIES:

DAY TO DAY:

- Create long-lead planning BOM's in Ax
- Upload design packages and related Bills Of Material into the ERP system
- Using information placed into Ax, assess material requirements – stock or project specific and firm orders as required
- Optimize inventory based on project requirement and Ax settings to maintain a healthy and lean inventory
- Attend and evaluate project kick-off meetings with Buyer assigned to understand material requirement
- Monitor and audit transactions performed and created by material handlers and buyers
- Evaluate and optimize the inventory/safety stock levels in concert with procurement/ planning strategies.
- Assist to develop and maintain regular KPI's, dash boarding, projections, and metrics
- Oversee, and when necessary, perform physical inventory and cycle counts, finalize reports and send out to stakeholders
- Work with Procurement and other departments to review and maintain the Item Master file and its key item settings on a periodic interval
- Review and maintain valid open production orders on a periodic interval.
- Review and maintain valid open sales orders on a periodic interval with Finance with focus on items in the FGS warehouse
- Resolves Axapta Sales Order delivery issues by working with the relevant teams to minimize shipping & invoicing delays
- Create an obsolete/slow-moving inventory provision plan and execute in coordination with Materials Management
- Liaise with Finance group on any Materials related discrepancies
- Work overtime and/or on call as needed to meet objectives and deadlines.
- Perform all duties so as to meet the responsibilities listed in the health and safety handbook and the Company's quality system procedures and work instructions.

STRATEGIC INITIATIVES:

- Ensure compliance with inventory planning, purchasing and processing protocols. Identify gaps in corporate processes and provide corrective suggestions and solutions.
- Collaborates with internal Supply Chain resources to ensure timely delivery of required materials and elimination of stock-outs
- Work to improve the long-lead planning process and creation of long-lead planning BOMs in Ax
- Work to improve the uploading process of the Bills of Material into the ERP
- Co-own the Item Master File settings with Procurement and work with related department to ensure accuracy and maintenance and alignment with Vault
- Optimize inventory levels through various planning methods to achieve a lean inventory level
- Support material cost reduction through improved ordering/planning process and method
- Facilitate obsolete materials reduction initiatives in concert with Procurement group and other internal department
- Document, review and improve all processes related to inventory management and corporate initiatives
- Develop procedures and maintain standards on best practices; improve the methodologies currently in use.

PROCESS IMPROVEMENTS:

- Collaborate with other departments to identify, develop and implement improvements to the efficiency and effectiveness of Supply Chain processes
- Provide training to new or junior staff on Ax and related process
- Collaborates with Quality department to ensure Materials related processes and documentation (flow charts, procedures, work instructions, records) are in compliance with ISO 9001 standard

METRICS AND REPORTING:

Inventory Value Report

- Obsolete reporting
- Item Master Report and Maintenance
- Open Production Orders reporting
- Inventory Turns

EDUCATION/EXPERIENCE:

- Minimum 5 years' experience in Supply Chain / Manufacturing role
- Bachelor's Degree preferred (Supply Chain Management/Industrial Engineering or similar)

CORE COMPETENCIES:

- Ability to motivate and mentor staff to drive continuous improvement in a positive, fast-paced work environment.
- Develop and maintain effective working relationships with peers and managers within and across organization lines, including Manufacturing, Procurement, Planning, QA, Engineering, Solutions, EHS, Customer Service and Human Resources
- Ensure appropriate communication, including language, tone, style and structure.
- Ability to pay close attention to detailed dates and other project information, using any and all tools available.

- Thorough knowledge of Microsoft Office (Word, Excel, PowerPoint)
- Ability to foster a safe work environment through the teaching of safe work practices/habits, including WHIMIS and PPE codes of practice
- Ability to manage multiple tasks of competing priority simultaneously, efficiently and independently.
- Work well individually and as a team member.
- Must excel in a demanding, fast-paced environment.
- Ability to drive and maintain target dates.
- Demonstrated ability to formulate solutions and resolve issues in a timely manner.

NICE TO HAVES:

- Supply Chain designations (SCMP/CPMP/PMAC or Other)
- Advanced PC knowledge; SQL/VBA, ERP systems (e.g. SAP/Axapta)
- Long-term experience in a Manufacturing environment
- Knowledge of best practice materials management tools
- Broad understanding of Project Management fundamentals
- Familiarity with Process Improvements fundamentals

PERSONAL ATTRIBUTES:

- Excellent interpersonal and communication skills
- Confident
- Ability to quickly develop relationships at various levels and establish credibility and trust
- Self-motivated
- An effective collaborator with strong teamwork skills
- Good communication skills - written, verbal
- Strong organizational skills
- Ability to multi-task
- Effective and fast learner

APPLICATION PROCESS:

- If you are qualified, interested or know of someone who could be interested please contact **HUMAN RESOURCES,**

careers@evansonline.com