

## **Position: Supply Planner**

**The Supply Planner is responsible for optimizing the balance of inventory across the supply chain network in line with target customer service levels, levels of forecast accuracy and safety stock levels the business.**

### **Key Responsibilities:**

- Ensure accuracy of all order and inventory management related databases and ERP transactions
- Maintaining optimal inventory levels to meet customer demand
- Reviews dynamics of production schedule utilization
- Develops, monitors and maintains planning system
- Tracks and monitors schedule compliance and capacity utilization
- Executes ERP processes and report functions, providing timely data and information used to drive the business and schedule decision making process
- Purchase order lifecycle management
- Produce forecasts and set target inventory levels to achieve divisional inventory turn goals
- Works with service line employees to identify savings and standardization opportunities
- Provides all analytical requirements to support successful execution of sourcing activity
- Executes complex analytical models successfully to capture savings opportunities and inform decisions
- Review and account for purchase history, equipment life cycle, product growth, client budgets and growth plans
- Develops vendor compliance reporting to drive vendor compliance

### **Preferred Qualifications:**

- Bachelor's Degree or equivalent work experience

### **Skills, Knowledge, and Attitude for the Job:**

- 3 years of work experience and proven business analysis experience within an operations or supply chain
- Excellent verbal and written communication skills
- Strong analytical skills. Ability to summarize and transform data into action plans is a must.
- Advanced skills in excel and/or Access: ability to create supply planning model
- Experience with NetSuite preferred
- Experience with Microsoft Office: Outlook, Word, PowerPoint
- Consensus builder in cross functional environment