

Job Identification

Job Title: Material Planner
Division: Bailey Metal Products Limited – Concord
Department: Production and Inventory
Reports to: Materials Planner Supervisor

Job Purpose Summary

The Materials Planner will be responsible for ensuring the availability of all necessary materials required to support the manufacturing process, release scheduling of inbound raw materials and components, and ensuring adequate stock levels for production requirements.

Responsibilities and Accountabilities

The responsibilities and accountabilities of the position include but are not limited to the following:

- Schedule inbound raw materials and ensure adequate stock levels for production requirements.
- Responsible for the coordination of all outside services, monitoring flow of parts to and from outside service providers and suppliers.
- Support for scheduling of production work orders.
- Understand, and develop the release and scheduling of raw materials utilizing the existing MRP system.
- Monitor inventory levels and reconcile physical inventories.
- Work with internal and external stakeholders to determine supply needs, quality and delivery requirements.
- Perform daily cycle count and do root cause analysis.
- Implement an effective strategy for the most cost effective flow of material to and from outside service providers.
- Develop a close working relationship with suppliers.
- Coordinate necessary action plans with affected departments.
- Participate in the company's inventory count.
- Manages STO's from other divisions.
- Support finance in month/year end activities.
- Maintain a high standard of professional knowledge, ethics and practices when dealing with customers, suppliers, peers, subordinates, supervisors and other key stakeholders of the company.
- Conduct oneself in a professional manner that reflects integrity and respect towards customers, suppliers, peers, subordinates, supervisors and other key stakeholders of the company.
- Understand, support and adhere to the company's health and safety policies, programs and procedures by communicating and promoting health and safety awareness.
- Other responsibilities and accountabilities as assigned.

Qualifications

- Minimum of two years working within a manufacturing environment, ideally with construction or metal products.
- University degree or College diploma related to supply chain management an asset.
- Proficient with SAP MRP and Microsoft Office specifically Excel.
- Excellent verbal and written communication skills.
- Exceptional attention to detail.
- Able to organize and prioritize work while meeting tight deadlines.

Working Conditions

- Office & plant environment.
- Overtime as required.