

Moriden America, Inc. Job Description

Job Title: Materials Planner
Department: Materials
Reports to: Materials Manager
Date: 8-1-22
FLSA: Exempt

Position Summary:

Determines the quantity and order date for materials needed to meet the master production schedule or customers' requirements. Initiates purchase or releases materials. Controls inventory through the use of a Custom MRP system.

Essential Duties and Responsibilities:

- Utilizes MRP to calculate material requirements, prepares material delivery schedules, and communicates expectations to suppliers.
- Plans and establishes supply schedules.
- Monitors supplier performance.
- Works with customers and vendors by telephone to solve problems related to inventory and schedule changes.
- Initiates documentation for material purchases.
- Issues material release schedules to suppliers.
- Advises the Materials Manager of any material delays and concerns.
- Works with Materials Coordinator and warehouse to schedule shipments.
- Maintains essential information in spreadsheet format.
- Assists with RTV/RMA/DMN actions.
- Coordinates receiving and inventory control activities, including accuracy of related data in ERP system.
- Coordinates build-out and ramp up plans to ensure successful SOP and minimize obsolescence.
- Serves as back-up for Inventory/Receiving process.
- Other duties as assigned.

Skills and Experience:

- Relevant education or 1 - 3 years relevant experience.
- Strong computer and math skills, proficient in Excel, and experience with MRP systems.

- Strong problem-solving skills, including ability to collect data, establish facts, draw conclusions, and recommended effective corrective action.
- Proficient in Microsoft Word, Excel.
- Knowledge of inventory control and experience in a manufacturing environment preferred.
- Ability to manage multiple tasks with frequent interruptions and maintain accuracy.
- Ability to work under strict timelines to meet deadlines.
- Is able to work successfully in a team environment.
- Strong English skills as this position works with American suppliers and customers. Ability to write and read Japanese is a plus, but not required.
- Previous experience in automotive manufacturing or in a multi-cultural environment a plus.

Benefits:

- Flexible schedule
- Paid shutdowns and vacation
- Medical, Dental, Vision
- 401K/Company matching

Pay:

Annual Salary \$50,000 to \$55,000 depending on skills and experience
Non-Exempt hourly rate is also an option.

To apply, please forward your resume to Doug Firenze dfirenze@moridenamerica.com