



JOB POSITION DESCRIPTION

TITLE: Material Planner	JOB GRADE: 07
REPORTS TO: Plant Manager	STATUS: Salary - Non-Exempt
DEPARTMENT: Materials	NEW OR REVISED X 02/2013

SUMMARY OF POSITION:

PRIMARY DUTIES AND RESPONSIBILITIES:

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

1. Inventory Management

- Assist with inventory issues as needed
- Update/maintain planning files in MAPICS on a timely basis, planning information on part numbers, including lead times, safety stock, shrink, mult, and min.
- Place orders for incoming and outgoing parts for Crown, Allied, and Saline using MRP and Future 3
- Purchasing/ordering components (screws, bolts, etc.)
- Order necessary packaging
- Receive inventory from suppliers and transfer
- Verify that part counts on shippers are correct
- Order labels, processing tags, and other plant materials
- Place orders in Supply Web for Rollstar
- Keep Supply Web clean by managing/being aware of duplicate orders, verifying shipments, etc.
- Responsible for setting up trucks in Virtual Traffic Department (VTD) for Rollstar
- Receiving of components
- Responsible for receiving for all of Franklin parts

2. Vendor Releases

- Responsible for review, maintenance and distribution of vendor release documents, as well as maintaining vendor contacts
- Review MRP results each week, evaluate and adjust vendor release to accommodate lead times or other customer ordering issues
- Coordinate schedules, forecasts, build-outs and launches with outside processors
- Coordinate inventory levels and inventory management at outside processors

3. Production Planning

- Communicate all pertinent component information to production supervisors
- Maintain standard and BOM changes
- Responsible for auditing the MAPICS BOM and routing per the Bill of Material Audit Process Work Instruction
- Send broadcast/forecast to Supply Web

4. Miscellaneous

- Assist with charting monthly and weekly data on specific measurable and successfully complete action plans to manage defined measurable
- Cross train within the department
- Creation of necessary TS16949 procedures and work instructions to document department activities
- Perform 30 cycle counts per week on the floor



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5. Other

- Assist with month-end procedures
- Assist with office or administrative duties in the event of absences or emergencies as needed
- Answer phones and greet all visitors
- Shall adhere to all safety, health and environmental procedures, policies and practices such as; utilizing personal protective equipment and proper attire in keeping with safety standards
- Comply with all ISO/TS16949 & ISO-14001 procedures and work instructions related to your job description
- Performs all other functions as required; included are any work assignments relating to the efficient flow of work within JAC Products Inc.

6. Customer Specific

- Ford CMMS3 training
- Familiar with Ford e-DDL software
- Understanding of MMOG requirements for Q1
- Must know how to access Ford SIMS (Supplier Improvement Metrics) and understand delivery ratings for production and service
- Must be familiar with Ford FCSD requirements and Ford MP&L Reference Guide

SKILLS/COMPETENCIES:

- Maintain a team-oriented working environment that allows for individual differences and provides for individual growth.
- Ability to read and interpret documents such as safety rules, policies and procedure manuals and operating instructions.
- Ability to perform basic mathematical functions such as addition, subtraction, multiplication and division.
- Basic computer skills, including P.C. knowledge and current technology software familiarity.
- Computer system knowledge, Excel and Word experience
- Excellent verbal and written communication
- Communicate professionally.
- Problem solving skills.
- Strong organizational skills
- Strong knowledge and understanding of materials requirements planning, inventory management techniques and vendor release management.
- General business knowledge about supply and demand

PREFERRED EDUCATION REQUIREMENTS:

Note: *Possession of a High School Diploma or General Education Degree (GED) is required for all new hires in all positions.*

- Associates in Related Field or comparable work experience
- Preferred MAPICS Certification

PREFERRED EXPERIENCE



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- Inventory management, cycle counting, ordering, scheduling, lean manufacturing
- Mapics & Future 3 Vendor Release
- TS16949/ISO14001
- DETC forms
- Export documents
- Preferred Training for Ford Delivery
 - Introduction to MP&L
 - Ford Delivery Rating
 - MMOG
 - Ford e-DDL

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to walk, sit or stand for long periods of time frequently.
- Ability to regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to twenty-five (25) pounds, and occasionally lift up to fifty (50) pounds.
- While performing the duties of this job, the employee is regularly exposed to vibration, repetitive motion, bending, lifting, twisting, crouching, reaching, pushing and/or pulling.
- While performing the job functions of this position, the employee is working near powered motor vehicles, power tools and automated assembly fixtures.
- Ability to endure heat.

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