



Supply Chain Planner

Reports to: Purchasing Manager
FLSA Status: Exempt
Shift: 1 (Days)

Department: Procurement
Location: Seattle

JOB SUMMARY:

The Supply Chain Planner performs a variety of inventory planning functions in accordance with established Red Dot policies and procedures. This particular role will also perform Aftermarket Buyer functions. Plans production inventory requirements to support production work order requirements in accordance with departmental performance goals. Utilizes MRP tracking systems to schedule and verify delivery of products in accordance with production and new product development schedules. Tracks and manages surplus and obsolete parts.

ESSENTIAL FUNCTIONS:

1. Schedules orders based on Oracle MRP data to ensure products are available to support production schedules and comply with departmental goals.
2. Meets or exceeds mutually agreed upon inventory turn and inventory reduction departmental goals.
3. Meets or exceeds mutually agreed upon WRO occurrence goal.
4. Maintains part setup in the system level in MRP system.
5. Prepares and communicate with the supplier, information on MRP exception, open order reports to ensure supplier will comply with delivery commitments.
6. Ensures supplier information including product lead time, supplier issues (e.g., product defect), and supplier developments are communicated internally at Red Dot.
7. Assists warranty in return of defective parts from the field and receiving credit.
8. Tracks and manages surplus and obsolete parts, and recommends disposition of parts.
9. Maintains complete and accurate files.
10. Implement and maintains VMI, Kanban, Consignment programs utilizing lean manufacturing principles.
11. Performs standard material planning operation functions.
12. Identifies and communicates supply constraints with possible solutions.
13. Aftermarket Buyer: Performs a variety of purchasing functions in accordance with established procedures. Uses discretion and judgement in the application of purchasing guidelines and supplier qualifications.
14. Other duties as assigned

JOB QUALIFICATIONS:

- Satisfactory working knowledge of enterprise requirements processing systems.
- High School Diploma or equivalent, required. AA or BS in related field, preferred.
- Satisfactory skill level in word processing and spreadsheet preparation.
- Two years purchasing experience; satisfactory education or Red Dot experience may substitute.
- Experience in manufacturing environment preferred.
- Bachelor's degree in Business or related field is desirable.



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- Strong Oracle MRP with 3-5 or more years experience desirable.
 - Membership and involvement with professional associations such as ISM is desirable.
 - Proficient in MS Word, Excel, PowerPoint and Outlook.
 - Proficient in verbal and written communication skills.