



Outline Person Description

Procurement - Material Scheduler

Principal purpose of the role

- Responsible for, using the ERP system, scheduling material orders and deliveries as required for production, with consideration for supplier lead times and minimum order quantities.
- Manage the admin processes within Oracle to ensure no unnecessary delay from order to delivery.
- Escalate any potential issues with inbound materials at earliest opportunity to prevent material shortages on shop floor.
- To support root cause analysis of material discrepancies to conclusion and assist with analysis of raw and pack inventory levels as required.
- Minimise costs and maximise productivity by maintaining appropriate inventory levels.
- Prepare purchase orders as required.

Main accountabilities

1. On a daily basis, confirm that releases made have been received by supplier and order is being processed.
2. On a daily basis, release any orders based on Oracle recommendations in order to ensure continued supply to shop floor, as per agreed material planning rules.
3. In conjunction with Stores Departments, arrange any uplifts required to ensure goods delivery arrives on time.
4. On a daily basis, cross-check deliveries due to site with bookings made to Stores Departments and ensure all orders are still scheduled to arrive on time.
5. Regularly run the reschedule report and take any necessary action to prevent both material shortages and excesses.
6. On a daily basis, check for any orders that are overdue and take the necessary action to update, including escalation of any issues arising from this.
7. On a daily basis, identify and communicate any material shortages at the Daily Shortage Meeting, detailing impact on Schedule and best available delivery dates.
8. Support any business initiatives regarding SMOG Prevention, Technical Improvements etc and ensure these are incorporated into forward material plans.
9. To participate as/if required in Work in Progress stock checks which are normally out of production hours at weekends at monthly intervals, also assist in any period end stock reconciliation queries.
10. Any other duties to support the Procurement function.

Key Characteristics

- Minimum 3 years overall experience in a business environment required.
- Experience of ERP Systems and Analysis Tools (preferably Oracle based).
- Advanced Excel Skills.
- First class numeracy, analytical & problem-solving skills.
- Ability to develop and maintain relationships with customers (internal & external).
- Strong & confident communicator (oral, written, informal & formal verbal) at all levels; including internal and external stakeholders and confident in dealing with strong personalities.
- Ability to identify areas for improvement & has a proven track record of implementing change & delivering results.
- A self-motivated individual with standalone capability in this role.