

## JOB DESCRIPTION

<b>Job Title:</b>	Material Planning Supervisor	<b>Dept:</b>	Materials
<b>FLSA:</b>	Exempt	<b>Issue Date:</b>	07/19/04
		<b>Revision Date:</b>	11/16/2009

Note: Direct reporting structure is based on division organization charts.

**Key Areas of Responsibility** (Answerable for the following end results)

1. **Train or** assist in training, development and evaluation of all department employees to ensure that current and future objectives are met.
2. Responsible to fully manage assigned parts and their respective supplier. (Louisville manages all parts and their respective suppliers)
3. Develop suppliers in regards to improving their delivery performance. Utilize RPS to communicate supplier performance measurable on a regular basis.
4. Supervise Lead Material Planner, Material Planners and Material Supervisor activity.
5. Work directly with location specific General Manager in order to support their specific initiatives.
  - Coordinate material activities including the timely procurement of production and service components
  - Maintain system procedures for accurate and timely management reporting.
  - Work with manufacturing and customers to schedule production, arrange transportation, and maintain minimum inventory levels to meet customer requirements.
  - Assist with supplier relations, primarily supplier performance objectives, and participate in program management activities as appropriate.
  - Assumes special assignments as directed by Material Manager that include, but are not limited to, inventory control issues and supplier problem resolution.
  - Provide back up support for Material Coordinator and Material Planners
  - Utilize MRP and RPS to ensure optimum planning parameters such that inventory levels are sufficient
  - Coordinate engineering changes and build schedules with suppliers and production such that customer expectations are met while minimizing obsolescence exposure.
  - Communicates directly with customers on all delivery and engineering change issues.
  - Analyze MRP & RPS weekly to produce supplier releases for repetitive production material
  - Coordinate expedites of production material from suppliers as needed in support of established production requirements in a JIT environment.
  - Coordinates customs and brokerage issues for production materials as necessary, while ensuring compliance with NAFTA, GATT, federal and state regulations.
  - General customer obsolescence claims
  - Communicates any supplier discrepancies to supplier and appropriate management.
  - Assist in all inventory activities
  - Assumes special assignments as directed by Materials Manager that include, but are not limited to, inventory control issues and supplier problem resolution
  - Document all activities as required.
  - Adhere to all company guidelines for Emergency Evacuation to ensure employee safety.
  - Any additional responsibility deemed necessary by management.

**Louisville specific**

- Pull and analyze releases daily, make corrections as required, and research customer release errors
- Trouble shoot all issues of concern within the materials system and communicate issues
- Manage all EDI set up, maintenance and troubleshoot any document exchange issues
- Maintain material system data integrity, and research integrity issues
- Load all necessary data to enable appropriate planning of production parts
- Coordinate and test modifications to the Trans4M system
- Write and modify Uni-query
- Correct and troubleshoot XTC errors
- Assist with Broadcast system and troubleshoot broadcast issues
- Maintain/Update program cost(s) information in the Trans4M database system
- Maintain Engineering Change Management Tracking system

**Limits of Authority**

- Advise Department Manager of those situations that may pose a significant risk to the program, product assurance, facilities, and employee safety or customer satisfaction results.

GM APPROVAL: \_\_\_\_\_  
INITIALS



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- Initiate actions to prevent the occurrence of any nonconformance relating to product, process & systems.
- Identify and record any problems relating to the product, process or system
- Initiate, recommend or provide solutions through appropriate channels and verify implementation.
- Control further processing and delivery of nonconforming product until the deficiency is corrected.
- Approve Department instruction within the business system in the absence of Material Manager.

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### Basic Education, Experience and Training Requirements

- Bachelor's degree, preferably in Supply Chain Management, or
- Minimum 5 years materials management experience, preferably in an automotive environment.
- Familiar with all procedures/guidelines relating to the Materials department
- Strong computer skills (Microsoft Word, Excel, Access, Trunks4M, Sequencing Software)
- Strong analytical ability to independently comprehend inventory levels as affected by various inputs.
- Assertive, effective expediting skills.
- Strong written and verbal communication skills.
- CPM, APP or CPIM Certification desirable.
- Able to maintain confidential information.

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### Internal Training Requirements

- Quality Mission Statement (QMIS)
- Environmental Mission Statement (EMIS)
- Evacuation Route (EMER)
- Orientation (ORIE)
- [Vision and Culture](#)
- Significant Aspects Overview (ASPC)
- Process 10.0 – Material Management & Identification (PR10)
- Process 13.0 – Change Management (PR13)
- Process 15.0 – Purchasing & Supplier Development (PR15)
- Process 16.0 – Planning & Scheduling Management (PR16)
- Process 17.0 – Receiving Management (PR17)
- Process 22.0 – Shipping Management (PR22)
- Clark Software (CLAR)
- Open Issues Database (OPEN)
- Change Control Database (CCF) [as applicable](#)
- GM Supply Power (GMSU) [as applicable](#)
- [Covisint \(COV\)](#) [as applicable](#)
- DCX 7 Step (STEP) [as applicable](#)
- Supply Web (WEB) [as applicable](#)

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### Health, Safety and Physical Demand Requirements

- Normal amount of sitting and standing, average mobility to move around an office and plant environment, able to conduct normal amount of work on a computer.

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### Risks Associated with Job Function

- None

The above points have been explained sufficiently.

\_\_\_\_\_  
Employee's Name (Please Print)

\_\_\_\_\_  
Date

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Employee's Signature

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