

## JOB DESCRIPTION

<b>Job Title:</b>	Material Planner	<b>Dept:</b>	Materials
<b>FLSA:</b>	<i>Salary</i> Exempt	<b>Issue Date:</b>	02/22/2002
		<b>Revision Date:</b>	06/08/2017

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

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

- Responsible to fully manage assigned parts and their respective suppliers, including all problem resolutions.
- Develop suppliers in regard to improving their delivery performance.
- Coordinate engineering changes and build schedules with suppliers and production such that customer expectations are met while minimizing obsolescence exposure performance measurable on a regular basis.
- Analyze MRP & RPS weekly or daily to produce supplier releases for repetitive production material.
- Investigate all inventory discrepancies for assigned parts / programs.
- Utilize MRP and RPS to ensure optimum planning parameters such that inventory levels are sufficient
- Utilize RPS to communicate supplier.
- Communicates directly with customers on all delivery and engineering change issues.
- Communicate min violations, as required to the customer (Holt Specific).
- Coordinate expedites of production material from suppliers as needed in support of established production requirements in a JIT environment. Responsible for premium freight for assigned parts.
- 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 suppliers, appropriate materials personnel and management on all shifts.
- Assist in all inventory activities.
- Assumes special assignments as directed by Materials Manager, Assistant Materials Manager or Materials Planning Supervisor that include, but are not limited to, inventory control issues and supplier problem resolution.
- Provides back up support for Material Coordinator (Holt Specific).
- 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 issues of concern within the materials system and communicate issues.
- Maintain material system data integrity, and research integrity issues.
- Load all necessary data to enable appropriate planning of production parts.
- Write and modify Uni-query.
- Correct and troubleshoot XTC errors.

### 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.
- 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 the appropriate channels and verify implementation.
- Control further processing and delivery of nonconforming product until the deficiency is corrected.

### Basic Education, Experience and Skills Required

- Bachelor's degree in Supply Chain Management or equivalent combination of education and experience.
- Minimum of 1 year of experience in executing integrated manufacturing software within a material control department, preferably in an automotive environment.
- Strong analytical ability to independently comprehend inventory levels as affected by various inputs and controls.
- Strong computer skills (Microsoft Word, Excel, Access, Trans4M).
- Strong written and verbal communication skills.

APPROVAL

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- Assertive, effective expediting skills.
- Self-disciplined to perform many assorted assignments within an automotive JIT environment.
- CPM, APP or CPIM Certification desirable.
- Able to maintain confidential information.

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### Dakota University Training (Minimum Requirements)

- Dakota Orientation
- Dakota Vision and Culture
- Departmental Training
  - Process 05 – Materials Management
  - Process 07 – Engineering Change
  - Process 04 – Purchasing and Supplier Development
  - Significant Aspects Overview
  - Clark Broadcast Database
  - Open Issues Database
  - Change Control Database
  - Supply Web
  - GM Supply Power
  - Covisint
  - DCX 7 Step
  - Ford CMMS, EDDL
  - Ford WERS
  - Ford ILVS
  - Ford 8D
  - Ford SIMS
  - Ford GPIRS
  - Ford Packaging, Labeling, Shipping and Routing Guidelines
  - Ford MMOG
  - Ford CPV2
- Company Training
  - BOS Overview
  - Information Technology
  - Outlook
  - Trans4M Overview
  - Purchase Requisitions
  - Quality Mission Statement
  - Expense Reporting
  - Travel Management System

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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

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### Travel Requirements

- Up to 10% travel required
  - Valid driver's license required
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The above points have been explained sufficiently.

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Employee's Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

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