



Material Supply Planner Job description



the finer details

Which site am I based at?

Isleport, Acorn House

Which team am I a part of?

Planning (Supply Chain)

Who do I report to?

Lead Materials Planner

Who do I look after?

N/A

Team size?

N/A

Do you have responsibility for a budget

No

the purpose of your role

Works as a integral team member for the Supply Planning Team

The aim of the team is to deliver the following –

- Production planning & scheduling of Yeo Valley fruits
- Managing a portfolio of suppliers to raise purchase orders & call offs for all fruit, sweet & savoury materials used by Yeo Valley fruits & Yeo Valley Production.

You will either be responsible for ensuring the delivery of a portfolio ingredient raw materials (fruit, savoury & ingredients) into the business at the right time, right place and at the optimum cost. Or managing the production planning & scheduling of Yeo Valley fruits.

Provide support for the Lead Supply Planner.

Your responsibilities:

- Ensure sufficient ingredients are available to meet our operational requirements, by managing a portfolio of fruit, sweet & savoury ingredient suppliers.
- Continuous monitoring of ingredient stocks & future forecast and the subsequent placing of orders & call off orders in line with supplier lead times & business requirements.
- Produce accurate, reliable, and timely reports to ensure stock integrity and accurate inventory. To proactively manage any upcoming, critical risks and issues with stock within your portfolio of suppliers.
- Ensure cost effective ingredient orders.
- To build excellent relationships with our ingredient suppliers. Enabling effective reporting of OTIF & delivery discrepancies to ensure the correct invoicing of fruit and ingredients delivered.
- Liaise with the Procurement team to manage supplier portfolio.
- Liaise with Development, Technical and Commercial teams to ensure materials are available for customer launch dates.
- Minimise exposure to stock write off by managing stocks to ensure that products are used before their shelf life expires and that stocks are kept to a minimum whilst ensuring continuity of supply to production sites.
- Deal with customs declarations for materials that require them with the relevant party.
- Build and maintain excellent relationships, confidence and trust with internal teams. To create shared understanding and effective solutions.

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qualifications & experience

Essential:

- Good academic level of education.
- Experience in a FMCG business & stock order management.
- Confident Communicator
- Excellent IT skills & MS Office skills.
- Excellent numeracy & literacy skills.
- Effective time management skills.

Desirable:

- Experience of MS Dynamics
- Smart sheet and other Microsoft packages.

What good looks like for this role:

Good understanding of stock management disciplines preferably within FMCG environment

Good understanding of production planning disciplines

Good problem-solving skills

Ability to analyse data and provide insights for improvements / enhancements.

Adapts to changing circumstances.

Able to work as part of a team, upholds the ethics and values of the business and demonstrates integrity.

Makes a positive personal impression on others. Gains clear agreement and commitment from others by collaborating and sharing ideas and best practice

Demonstrates an interest in others, adapts to the team and builds team spirit, recognises and rewards the contribution of others. Listens and consults others communicating proactively.

HR use

Date of last review:

Job reference no:

Job level:

Job family:

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