

# Supply Planner

## Job Description

<b>Job Title</b>	Supply Planner	<b>Reports To</b>	Supply Chain manager
<b>Department</b>	Supply Chain	<b>(In)direct reports</b>	-
<b>Approved By</b>	HR	<b>Approved Date</b>	January 2021

### OVERALL ROLE PURPOSE

The supply planner is supporting the supply chain department at every level. Knowledge of stock management and planning. Having a good relationship with suppliers is key. The supply planner is looking for opportunities to improve the service and reduce cost.

The task of the supply planner is to coordinate the total flow from the moment a purchase order need to be placed at suppliers until the arrival of the products at our warehouses. This in a just in time situation.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities as management may deem necessary from time to time.

1. Coordination of placing purchase orders and follow-up;
  - Placing on weekly basis the PO's in our ERP system with our suppliers
  - Manage the expectations of those PO's within 1 week after placing the orders
  - In contact with our suppliers on correct delivery dates, keep this up to date in our ERP system to deliver correct data to our sales team
  - Follow-up with suppliers on exceptions
2. Coordination inbound shipments;
  - Booking containers at sea in the company systems
  - Decision maker on how to transport an order (consolidation or LCL)
  - Take care for pre advice on costs (quotes on every shipment)
  - Control expected receive dates in the company systems
  - Arrange transport for a select number of suppliers
  - Arrange air shipments
  - Archive transport documentation from inbound shipments
  - Pre-announcement to 3PL and if needed prioritize with 3PL the urgent products
  - Stock alignment between Exact and the 3PL on weekly basis
3. Close collaboration and strong communication with warehouses to ensure processes are aligned and priorities are set correctly on inbound deliveries

### **QUALIFICATIONS / SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Ability to communicate analysis and recommendations (both verbal and written) in a clear and concise manner
- Insight and skill in the process of goods receiving, storage and delivery as regards the administrative side of the process
- Ability to respond to common inquiries or complaints
- Reasoning ability to define problems, collect data, establish fact and draw valid conclusions
- Sense of urgency, with the drive to get things done
- Strong software skills (eg Word, Excel, Exact, Synergy)

### **EDUCATION AND/OR EXPERIENCE and ATTITUDE**

- MBO degree
- Excellent verbal and written communication skills in both Dutch and English
- Ability to work closely in a team but also independent
- Computer skills including Microsoft Word, Excel and Outlook
- Accuracy
- Contact willingness

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Acknowledgment: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

<b>INFORMATION BELOW COMPLETED BY HUMAN RESOURCES DEPARTMENT</b>
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Human Resources Approval:
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Date:
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