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| Baxters Logo - May 09.jpg | **Outline Job Description** |
| **Job title** | Supply Planner |
| **Effective date** | 1 October 2024 |
| **Location** | Fochabers |

**Main purpose of the role:**

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| * To develop both short and medium-term plans for items for agreed production lines. |
| * To define the appropriate inventory levels and associated required capacity to optimise service, working capital and costs |
| * To identify ways to improve supply planning processes and tools for assigned areas |

**Main accountabilities:**

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| 1 | Develop inventory plans by utilising current demand inputs and collaborating with manufacturing, demand planning, commercial partners, and other relevant stakeholders to ensure inventory is managed according to constraints and meets internal targets aligned with the business strategy |
| 2 | Maintain capacity plans, production schedules and/or finite schedules to ensure the efficient delivery of inventory, service, and cost objectives. |
| 3 | Develop inventory plans by utilising current demand inputs and collaborating with manufacturing, demand planning, commercial partners, and other relevant stakeholders to ensure inventory is managed according to constraints and meets internal targets aligned with the business strategy |
| 4 | Monitor and track inventory levels, service levels, surplus/obsolete inventory, and any other relevant KPIs to identify variance from goals. Use all available resources to analyse root causes and recommend possible actions to improve KPI results |
| 5 | Analyse and initiate changes to supply chain master data elements impacting the supply plan, such as safety stock settings, lead times, network sourcing, etc |
| 8 | Collaborate with internal stakeholders to provide regular updates on inventory projections. Lead weekly supply review meetings to discuss supply shortages and recommend mitigation strategies. Escalate to leadership any issues that arise |
| 9 | Coordinate with demand planning, deployment, transportation, warehousing, and customer service teams to address any changes to supply plan and solve any shortage scenarios that occur |
| 9 | Regularly review "Non-Nettable" inventory and ensure necessary rework is built back into plans to enable maximum availability of stock |
| 10 | Initiate and lead process improvement projects to drive better efficiencies and yield improvement in KPIs |
| 11 | Execute new item product launches and/or discontinuations to meet customer expectations |
| 12 | Develop capacity assessment to support supply chain reviews/decisions |
| 14 | Play key part in the S&OP process, by assisting Planning Manager with material required for S&OP Supply review. |
| 15 | **Health & Safety**   * Ensure that the area in which you are working is safe for yourself and others who may be working nearby and that you comply with your responsibilities in accordance with the Company Health and Safety Policy. * Report any accidents/near misses immediately to the Health and Safety Advisor or your Direct Line Manager. * Maintain good housekeeping within your work area |

**Key Characteristics:**

Applicants will contribute the following:

* 1-3 years Planning experience in areas such as production scheduling, inventory management or supply/operations planning
* Advanced MS Excel
* Ability to work as part of a team
* Good communications skills

*Desirable qualifications*

* Bachelor’s degree in operations / supply chain management / engineering / business or related field
* APICs affiliation and/or certification