

CANDIDATE SPECIFICATION



JOB TITLE	Global Materials Planner	
REPORTING TO	Senior Global Spares Logistics Manager	
DEPARTMENT/SUB DEPARTMENT	Customer Support	
LOCATION	Southend on Sea	
OVERALL PURPOSE		
Under the direction of the Senior Global Spares Logistics Manager, work as part of the Customer Support Global team to provide a global inventory/supply logistics plan and maintain, through the use of market analysis reports from regional divisions, the correct stock in all Ipeco global locations. Liaise with other Group departments and sites to assist the ontime performance to customers.		
PRINCIPLE ACCOUNTABILITIES		
<ul style="list-style-type: none"> • Construct a detailed global inventory/supply logistics plan within SAP that defines the aftermarket stocking requirements for all Ipeco global locations, • Maintain the aftermarket global inventory/supply logistics plan in order to ensure that any evolving/emerging requirements are captured and accounted for, • Ensure that the coding and classification parameters within SAP have been optimised in order to allow for accurate levels of automation within the SAP scheduling process that in turn is in full alignment with the requirements of the aftermarket inventory/supply logistics plan, • Determine the requisite recovery actions when elements of the aftermarket global inventory/supply logistics plan are not achieved and to then ensure that the recovery actions are adopted by the applicable elements of the supply chain and completed in accordance with the established timeframe, • Ensure that the requirements of the aftermarket inventory/supply logistics plan have been fully captured within the applicable supply chain production plans, and that sufficient levels of resource have been aligned to ensure on-time delivery of all applicable requirements, • Ensure that customer hardware related deliverables are serviced from the most appropriate Ipeco global location, and when that is not possible, alternative arrangements are made in order to fulfil the requirement by the next most appropriate means available, • Ensure a full set of appropriate analytics is performed that will be designed to capture market, global, customer and financial related trends, • To ensure that the levels of automated demand flow between individual Ipeco global locations is accurate and appropriate, • Full maintenance of arms-length trading between companies and plants, • Support for remote companies and plants, • Participate in the activities of 'Continuous Improvement' within the department, • Undertake various ad-hoc projects as required to support the changing requirements of the business, • To assist other team members with their work and carry out any task where reasonable and relevant when required, • To carry out duties in a proper and efficient manner, act wholeheartedly in the interest of the Company and to comply with Company rules, regulations, policies, procedures and plans, • To help create and maintain a safe working environment and observe the published Health, Safety and Environmental policies and procedures. <p>This is not an exhaustive list.</p>		
QUALIFICATIONS	ESSENTIAL	DESIRABLE
GCSE English and Maths (or equivalent) at grade C or above	✓	
Degree (or equivalent)		✓

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IOSH and/or NEBOSH qualification		✓
EXPERIENCE/ SKILLS	ESSENTIAL	DESIRABLE
Material management and market analysis experience	✓	
Working knowledge and practical SAP experience		✓
Previous experience in a manufacturing environment		✓
Microsoft Office, including Outlook, Word and Excel	✓	
Working knowledge of Health and Safety Legislation		✓
Ability to work in a fast paced, varied and demanding environment	✓	
Ability to work independently, whilst collaborating in a remote team environment	✓	
Ability to work under pressure and to deadlines	✓	
PERSONAL SKILLS	ESSENTIAL	DESIRABLE
Team Player	✓	
Strong Work 'Can-do Ethic'	✓	
Exceptional at building relationships	✓	
Excellent Customer Service skills	✓	
Strong attention to detail and time management	✓	
Exceptional Planning and Organisation skills	✓	
High awareness of Productivity and Quality	✓	
Excellent Communication skills	✓	
Flexibility	✓	
Takes Responsibility for actions	✓	
Learn, Apply and Improve	✓	