



Job Description

Job Title: Materials Planner
Department: Materials Management
Reports To: Supply Chain Manager

SUMMARY: The Materials Planner is responsible for ensuring the continuity of the supply of Raw Materials and Packaging to support the production schedule while achieving inventory targets to minimize cost, obsolescence and optimize warehouse space utilization.

This role works closely with Production Planners, Receiving and Suppliers to ensure that the timing of material requirements is understood and that vendors are able to deliver on commitments.

The incumbent will also work closely with the Supply Chain Manager on continuous improvement initiatives within Materials Management.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Monitor, plan and execute material purchasing activity – synchronizing material supply with production requirements.
- Proactively identify, co-ordinate and communicate best course of action to pending material shortages/overages to protect service levels while minimizing obsolescence.
- Prepare and execute purchase orders – monitoring delivery performance from vendor dispatch through to warehouse receipt.
- Work collaboratively with Quality Control and vendor to resolve issues related to out of specification materials.
- Manage target stocking levels on assigned categories to assure target service level is achieved while operating within category budgets.
- Support vendor performance reviews, continuous improvement and/or lead-time improvement initiatives in collaboration with Supply Chain Manager.
- Proactively communicate identified shipping delays to internal stakeholders – mitigating production down-time and sales impact where possible.
- Generate liability reports for specified customers.
- Active participation in project management, tracking statuses and delivering key data pertaining to assigned product categories.
- Maintain relevant fields in ERP so that planning environment accurately reflects current practices, sourcing arrangements and actual vendor performance.
- Active participation in cross functional planning meetings.
- Other duties, relevant to the position, shall be assigned as required.

REQUIREMENTS

- College/university diploma with a minimum of 5 years' experience – ideally in the field of Supply Chain Management.
- APICS Qualifications – Certified in Production & Inventory Management (CPIM) or Certified Supply Chain Professional (CSCP) would be an asset.
- Prior experience working in a materials/supply chain planning capacity within the consumer goods industry.

- Excellent communication skills – written & verbal.
- Prior experience with Database ERP systems - direct experience with Microsoft Navision would be an asset.
- High level of proficiency with Microsoft Office Suite – Excel in particular.
- Experience working as part of a cross functional team.
- Ability to respond appropriately in pressure situations with a calm demeanour.
- Ability to multitask in a fast-paced environment and manage specific projects in a detail-oriented manner.
- Strong customer service focus.
- Driven and motivated by continuous improvement.

CORE COMPETENCIES:

- **Intellectual**
 - Curiosity – strong desire to understand and evolve ways of working
 - Analytical – reasoning & problem solving
- **Interpersonal**
 - Customer Focus – both internal & external
 - Communication Skills – strong written & oral skills
 - Team Work – ability to work effectively across functions
- **Self – Management**
 - Strives to achieve a high degree of professionalism
 - Self-motivated and driven to achieve
 - Organized – able to effectively plan and execute daily work tasks with limited direct supervision
 - Excellent attention to detail
 - Innovative – look for, provide and consider new ways of working to improve the efficiency and effectiveness of assigned responsibilities.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Fast-paced environment.
- Must respond to all types of deadlines, special requests, and emergencies.
- Located in a busy, open office.
- Ability to attend and conduct presentations.
- Overtime as required.

Benefit Package

- 3-months probationary period
- 50/50 medical and dental insurance coverage after 6 months

If you are interested in this position, please forward your resume to the Human Resources Department at HR@superpufft.com. Please include Materials Manager in the subject line.

We welcome applications from all interested individuals, however only those candidates selected for an interview will be contacted.