



CAREER OPPORTUNITY

Job Title	:	Supply Planner
Division	:	Supply Chain
Department	:	Supply Chain
Employment Type	:	Permanent Monthly paid position

PURPOSE OF THIS POSITION

Create a feasible Supply plan, driven through interpreting differentiated planning strategies, satisfying customer requirements, optimizing stock and assets. The Supply Planner is the integration point between Demand and Operations. He/She interprets the Demand plan and converts it into a suitable Supply plan. This Supply plan will be managed in weekly production schedules that's then executed by Production. People management responsibilities include training, planning and assigning daily work, conducting performance appraisals, addressing performance issues, and resolving problems on an ongoing basis.

Basic Functions:

- Interact with Demand planner and production / plant managers to find optimal, economic run quantities to satisfy the Demand plan.
- Utilize a collaborative and consensus approach by working with Demand planning, Production, Customer Service and Finance to obtain and ensure that current and accurate information is used for planning purposes.
- Use, maintain and optimise the Production Planning software as the primary forecasting system tool.
- Provide input to the Integrated Business Process in developing inventory strategies on existing items, new products, and product phase-outs.
- Closely coordinate and communicate customer action plans with Demand planning.

Job Functions:

- Provide input to volume planning (Latest Estimates / annual process) for facilitating and managing Supply planning and operations meetings. Achieve consensus with the business side by getting agreement from all relevant departments.



- Maintain production planning system and software in terms of Sage or other relevant implemented tools.
- Prepare and maintain relevant reports pertaining to Supply planning process.
- Create a feasible Supply plan, driven through an understanding of forecast and operational requirement strategies for satisfying customer requirements, optimizing stock and assets.
- Optimize Supply Dynamics to generate an agreed business plan, incorporating ranges across a rolling horizon within the IB Process.
- Establish the most effective supply network and planning strategy to ensure proper product availability and collaborate across Supply Chain to deliver sustainable competitive advantage for the company, customers and suppliers.
- Understand and influence the planning parameters (In-House and External) and assumptions i.e. production cycle time, sequencing and volatility.
- Derive Finished Goods (FG's) stock policy using inventory planning models by stock holding location
- Creates and understands rough cut capacity plan (RCCP).
- Understands and influences the planning parameters (In-House and External) and assumptions e.g. changeovers, stock-building, warehouse Constraints etc.
- Creates cost contingency plans and scenarios, supported by the Finance team.
- Develop planning tools and framework to obtain approval from main stakeholders. Convey or publish Supply plan to relevant departments.
- Convey and negotiate Supply plan along with contract manufacturers to assure schedule achievability.
- Establish planning calendar to assure standard updates to Supply plan every month.
- Develop, execute and maintain tools as well as techniques required to evaluate impact of proposed schedule changes.
- Ensure constant communication with main stakeholders from Finance, Sales, Manufacturing, and Supply Chain pertinent to requirements and impacts.
- Manage Supply plan utilizing Cost point ERP and varied applications.
- Resolve problems plus enhance improvements associated with inventory flow plus production control.
- Appropriate, but robust integration with other planning processes e.g. Demand, Inventory, IBP, New Products Launch Management Process.



- Accountable for developing what-if supply scenarios and develop recommendations in response to actual or anticipated changes in supply.
- Accountable for developing what-if supply scenarios to continuously improve performance relating to both service levels and total costs thru continuous evaluation of supply, outsourcing strategies, product strategies and the positioning of inventory across the network.
- Accountable for facilitating the Supply Review processes, communicate decisions and supply impacts to all stakeholders, escalation and prioritization of supply responses around all issues and opportunities impacting customer service to stakeholders.
- Draws up Supply plan to establish sequence and lead time of each operation to meet shipping dates according to sales forecasts or customer orders.

People Management Tasks:

- People Management tasks & activities: Continuous supervisor training and mentoring activities and conducting performance appraisals on all subordinates.
- Ensuring a disciplined workforce is maintained / resolving disciplinary issues according to Company Policies

Other:

- Assisting with ad hoc tasks and enquiries if and when required.

EDUCATIONAL REQUIREMENTS

- Bachelor Degree in Supply chain, Industrial engineering, Materials management or other business related field.
- Minimum 3 - 5 years' experience in Supply Chain Management
- Minimum 3 - 5 years of experience in demand, production planning or master production scheduling in an FMCG company.
- 1 to 2 years in a similar management position.
- Must be familiar with an ERP system
- Preference to APICS candidates being Supply Chain Professionals or CPIM holders
- 5+ years' experience in planning/scheduling or 10+ years of related experience and proven performance in a manufacturing environment may be acceptable in lieu of a degree.



REQUIREMENTS - EXPERIENCE

This position requires strong analytical, organizational, decision making, and presentation skills. Strong interpersonal skills are also essential to effectively interact with all teams, areas and levels of business affecting the planning process. Good facilitation skills are required.

- Knowledge and understanding of warehouse principles, activities and functions (inbound and outbound).
- Understanding of Health and Safety regulatory requirements.

ADDITIONAL REQUIREMENTS

- Self-motivated, energetic, dependable, honest, and thorough. A versatile, self-starter with a positive attitude, who is cautiously assertive.
- Ability to modulate with a dynamic workload: From heavy multi-tasking during peak workloads - to very focused, detail-oriented work during critical projects.
- Strong organizational, and communication skills are required.
- Team attitude; eager to cooperate with others with exceptional interpersonal communication skills.
- Ability to change direction and handle multiple responsibilities and tasks on a regular basis.
- Ability to positively motivate individuals and teams to meet or exceed project expectations.
- Work ethics that complement UPP's long standing culture of high integrity throughout all areas of internal and external business activity.
- Willing to put in extra effort and hours as needed.
- Competent with computer software such as, Microsoft office (Word, Excel, Access, PowerPoint, MS Project)
- Resilience to work under pressure.
- Sage experience will be a benefit.

APPLICATION FOR THIS POSITION

- Submit your **CV** to Mateboho Ramaite at mramaite@upap.co.za
- **Proof of qualifications must accompany the application.**