

JOB DESCRIPTION

Walhalla Bearings Plant

TITLE	Procurement Planner		
COMPANY	Koyo Bearings USA	DEPARTMENT	Production Control – 1182
LOCATION	Walhalla, SC Facility	CLASSIFICATION	Salary
REPORTS TO	Materials Manager	GRADE	205
REVISION DATE	12/02/2020	Shift	1 st (Flexible to support all shifts)

Summary/Purpose

The Procurement Planner will be responsible for managing Oracle Planning, Preparing & Maintaining the Oracle supplier planning and releases for direct purchased and intercompany material in the Walhalla plant. Maintaining and developing supply chain ERP/MRP process for schedules and pull systems along with coordination of vendor managed inventory and supplier chain planning interface systems. This position will focus on material procurement of raw material and components for the needle roller bearing value stream (stamping, finishing and assembly). The Procurement Planner will be responsible for effectively communicating all releases and inbound delivery needs to suppliers and coordinating with internal manufacturing operations and production schedulers. Additional responsibilities will include maximizing Supplier On-Time Delivery (OTD) to avoid internal operational impacts or external customer impacts, while minimizing Inventory and Freight Cost levels.

Essential Duties and Accountabilities:

- Manage Oracle Planning tools, prepare and maintain Oracle supplier release schedules for value streams defined.
- Coordinate inbound material delivery to meet the needs of internal operations and distribution of supplies/parts to expedite flow of materials to meet production schedules and customer requirements.
- Develop, refine, and maintain supply chain LEAN planning systems and Vendor Managed Inventory as required.
- Provide Recovery Plans as needed for both internal and/or external communications.
- Monitor supply chain schedule completion/compliance and report out. Make necessary adjustments as needed to drive optimized delivery completions including adjustments in system master data and parameters.
- Communicate with Production Control Schedulers and Coordinators as necessary to support production departments on needed changes to meet customer demand.
- Maintain high expectation of customer OTD to meet Plant goals.
- Manage to minimize Inventory Cost levels supporting ROI reduction goals without negatively impacting OTD.
- Work on improvement opportunities to “flow parts” faster through the supply chain process reducing lead times.
- Work with Engineering Change Control and Launch Team for successful launch of new items and samples.
- Provide significant ownership for plant physical inventories and cycle count activities.

Supervisory Responsibilities:

- No supervisory responsibilities required.

Job Knowledge, Skills and Abilities:

- Desirable to have knowledge of Oracle systems and Planning.
- Must possess good communication and interaction skills. Must be able to communicate effectively across all levels of the organization.
- Knowledge and thorough understanding of plant processes and flow of parts for the value streams assigned as well as capacity restraints preferred for automotive or similar manufacturing environments.
- Must have knowledge of JPS/TPS/Lean scheduling concepts (i.e. MTO, MTF, Level Loading, Kanban systems).
- Must be multi-tasked to make proper decisions with appropriate attention to detail.
- Must be proficient in record keeping and organization.
- Ability to work with minimal supervision in a team based environment.
- Ability to effectively present information in one-on-one and group situations to customers, clients, and employees of the organization.
- Must be recognized as demonstrating positive attitude, high energy and strong work ethics.
- Must demonstrate proficiency in Microsoft Excel, Word, PowerPoint, and Outlook.
- Must be able to work various hours to support the manufacturing plant, which could include weekends and overtime.

INTERNAL JOB POSTING

Education and Experience:

- Bachelor degree in Logistics, Supply Chain Management, Business, Engineering or related field and 3+ years production planning experience, or Associates degree in related field and 7+ years production planning experience required.

Work Environment/Physical Demands:

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.

- Work is mostly performed in a normal office setting with minimal exposure to health or safety hazards and with substantial time spent working on a computer. Requires sufficient hand, arm, and finger dexterity to operate computer keyboard and other office equipment.
- Travel by automobile and plane required approximately 5% of the time

Employee may perform other duties as requested, directed or assigned.

Approvals:

Dept. Manager: Angela Winchester

Human Resources: Brian Moore