

Position Description

POSITION: Global Supply Chain Planner
INCUMBENT: Open
LOCATION: Charlotte, NC
REPORTS TO: Director of Purchasing & Supply Chain
FLSA STATUS: Exempt
DATE PREPARED: January 2011

SUMMARY:

The Global Supply Chain Planner will manage and execute normal/run rate purchase order placement, inventory, and supply chain planning for all product categories globally.

ESSENTIAL FUNCTIONS:

- Develop ordering plan, supply plan, and inventory projection to manage inventory turns in support of normal orders.
- Place and manages normal purchase orders with suppliers and re-promises customer orders as needed.
- Expedite and monitor production and shipments as needed to maintain appropriate inventory in service of normal orders.
- Follow inventory policies, guidelines, and approvals at all times.
- Review customer normal orders and react/adjust supply plan accordingly.
- Run open order report daily (multiple times if needed) and takes appropriate response action as needed to make sure there is a supply plan for all products.
- Run and analyze the trailing and trending planning report for each sales region/warehouse, at least once per week and places orders accordingly.
- Help coordinate placement of normal orders with both large orders and with orders to be placed for other sales regions/warehouses.
- Manage stock codes for all products.
- Quotes airfreight versus ocean freight to sales management and helps manage same to achieve goal.
- Assist with long lead time raw materials and other raw material supply issues with China suppliers, both InVue and vendor supplied, in order to help manage/reduce lead times.
- Interface with appropriate personnel regarding engineering change requests and the resulting impact on current product supply plan to support normal orders.
- Attend weekly supplier engineer meeting as needed, and product change meetings as needed.
- Coordinate resolution of quality claims or other issues as needed.
- Communicate (email and phone) with China suppliers as needed both during the day and the evening.
- Schedule production when needed at the California warehouse.

EDUCATION AND EXPERIENCE:

- Bachelor's degree strongly preferred.
- 5+ years of inventory planning, supply chain management, and materials management experience, particularly with China sourced products.
- Experience interfacing with Asian Contract manufactures.
- Attention to detail, and focus on running and analyzing planning reports a must.
- Willingness to call vendors at night and possible travel to China.
- Excellent project management skills.
- Ability to handle many top priority projects concurrently.
- Intermediate Microsoft Excel and Word skills.
- Chinese languages skills are a plus.