

## Job Specification

<b>Position</b>	Sales Operations Planner
<b>Reporting to</b>	Group Materials Planning and Logistics Manager
<b>The Company</b>	<p>Brigade Electronics plc, established in 1976, is at the pinnacle of commercial vehicle and mobile plant safety. A founder and innovator of sensing and monitoring systems that have helped save countless lives across the globe for over forty years.</p> <p>Whilst our portfolio can be emulated, our commitment to vehicle safety, our reliable, trusted products and our dedicated team of experts, cannot. We invest in people as well as technology. Everyone in the Brigade family understands the life-changing significance of the products and service we provide and the importance of outstanding systems that work in the most demanding of situations.</p> <p>The Brigade Group organisation is based in the UK and has subsidiary companies in the USA, Canada, Germany, France, Italy, The Netherlands and Poland, and selling in to over 80 countries world-wide via our National Distributor network.</p>
<b>Purpose of Role</b>	<p>To generate and manage sales forecasting throughout all Group companies.</p> <p>To generate a purchase plan to meet the needs of the sales forecast.</p> <p>Provide a focussed communication path between all Sales departments and MPL</p> <p>Support the Purchasing team with capturing sales trends, materials planning and handling specific customer forecasts.</p>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Providing consolidated Group company demand data to the Purchasing team.</li> <li>• Ensure Group companies receive the correct stock allocation in a timely manner.</li> <li>• Ensure the Group companies demand forecasts are in-line with their budgeted sales.</li> <li>• Be the Group contact for two-way reporting of sales and purchasing information.</li> <li>• Ensuring specific customer forecasts are factored into purchase quantities</li> <li>• Monitor and report Stock KPI's across Group companies</li> <li>• Report on Group companies slow moving stock and work with them to reduce as necessary.</li> <li>• A flexible approach is necessary and the ability to work beyond the</li> </ul>

	<p>business hours when required is essential.</p> <ul style="list-style-type: none"> <li>• Some overseas travel may be required</li> </ul>
<p><b>Key Tasks, but not limited to</b></p>	<ul style="list-style-type: none"> <li>• Producing Sales History reports for all Group companies</li> <li>• Request and agree forecast information from all Group companies</li> <li>• Producing Stock reports and KPI's for Group companies</li> <li>• Prepare purchase forecast requirements for the Purchasing team</li> <li>• Assist the generation of Group Company Purchase Orders for stock</li> <li>• Assist the generation of PLC Sales Orders for inter-company sales</li> <li>• Prepare Commercial Invoice documentation for inter-company sales</li> <li>• Check and sign off Duty invoices</li> <li>• Assisting with Stock counting across all Group companies, authorising adjustments as necessary</li> <li>• Deal with stock related inquiries from Group companies</li> </ul>

## Person Specification

Essential	Desirable
<p><b>Education and Training</b></p> <ol style="list-style-type: none"> <li>1. Minimum of 5 GCSE “O” levels (to include Maths and English).</li> <li>2. Analytical intellect with an eye for detail</li> <li>3. Highly numerate and literate</li> <li>4. Above average ERP knowledge with emphasis on Excel</li> </ol>	<p>Bachelor’s degree or equivalent in a related discipline</p> <p>European language</p>
<p><b>Experience and Skills</b></p> <ol style="list-style-type: none"> <li>1. Minimum of 5 year’s practical experience in Sales and Operations Planning role.</li> <li>2. Proven ability to use ERP systems</li> <li>3. Proven ability to manage a multi-task role</li> <li>4. Building and sustaining supplier relationships</li> </ol>	<p>Warehouse and stock control management</p> <p>Experience of Dynamics NAV ERP system.</p> <p>Purchasing and Progress Chasing</p> <p>Import/export knowledge</p> <p>Work within similar marketplace (commercial vehicle parts/components)</p>
<p><b>Personality and Motivation</b></p> <ol style="list-style-type: none"> <li>1. Drive to achieve targets – individual, team and company</li> <li>2. Self-manager and a natural team player</li> <li>3. Readiness to take responsibility for the quality of own work</li> <li>4. Willingness to listen and learn with continuous development mindset</li> <li>5. Dependable, stable and punctual</li> <li>6. Visible commercial integrity, trustworthiness and respect for company and colleagues.</li> </ol>	
<p><b>Communication &amp; language skills</b></p> <ol style="list-style-type: none"> <li>1. Ability to communicate with all related departments, customers and suppliers</li> </ol>	

**Other requirements**

1. Innate time manager
2. Able to work flexible hours when required