

Job Specification

Position	Materials Requirement Planner
Reporting to	UK Managing Director
The Company	<p>Brigade Electronics UK Ltd was established on 1st August 2014 and is part of the Brigade Electronics Group, which is a global market leader in reversing safety and all-round visibility for commercial vehicles. The Brigade group is based in the UK and sits above the UK business and provides several core services, one of which is Materials, Planning and Logistics services.</p> <p>With the 'UK owning its own stock' project due to complete in September, the UK needs to take greater control of this process. UK needs to bring in expertise to the business to manage and lead the forecasting committee who are responsible and accountable for UK forecasting. To maximise sales opportunities by carrying the right amounts and type of products and working within agreed annual budgets set by the Group Board.</p>
Purpose of Role	<p>To generate and manage sales forecasting for BEUK.</p> <p>To generate a purchase plan to meet the needs of the sales forecast in managing £9-10M of Stock.</p> <p>Provide a focussed communication path between all departments and communicate and work with MPL at Group Level</p> <p>Support the Purchasing team with capturing sales trends, materials planning and handling specific OEM forecasts and working within cashflow and financial performance KPI's.</p>
Key Responsibilities	<p><u>Planning</u></p> <ul style="list-style-type: none"> • Have meeting with UK sales team, understand upcoming demands and identify possible supply issues. • Complete monthly planning sheet to meet sales requirements, while staying within Budget • Complete monthly planning meeting with Group planning team • Place weekly top up orders on Group company • Plan and place POs for UK suppliers, bracket manufacturers, Nordic Lights & marketing materials

- Identifying which items will be stocked and which will be on special order and showing this on company system.
- Work closely with UK Financial controller for cashflow and budget.

Inventory Tasks

- Ensure that UK inventory is accurate, by organising daily perpetual stocktakes.
- Ensure that UK NAV data is up to date, availability codes, bin locations etc.
- Booking in deliveries on NAV system from external suppliers & deliveries from the Group part of the warehouse are accurate and booked in in a timely manner, advising sales & finance team of the deliveries.
- Identifying any slow-moving lines and organising the disposal of these items (special offers, supplier return or scrap)
- Answering Inventory questions for UK team.

Warehouse

- Working with the UK team or supporting Group Team to ensure smooth running of UK operation.
- Helping with warehouse tasks when required

Responsibilities

- UK stock availability stays within agreed levels for customer satisfaction.
- On time delivery of monthly plans to Group Planning
- UK Inventory stays within Budget.
- Inventory adjustments stay within agreed parameters.
- Seeking market intelligence from UK companies
- Monitor and report Stock KPI's across UK
- A flexible approach is necessary and the ability to work beyond the business hours when required is essential.
- Knowledge or experience of Warehouse operations essential.

Key Tasks, but not limited to	<ul style="list-style-type: none">• Producing Sales History reports• Request and agree forecast information.• Producing Stock reports and KPI's.• Prepare purchase forecast requirements for UK Forecasting committee in preparation to send to Group Purchasing.• Assist & check Group Company Purchase Orders for UK stock• Prepare Commercial Invoice documentation for inter-company sales.• Assisting with Stock counting and flagging and authorising adjustments as necessary• Deal with stock related inquiries
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Person Specification

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

Other requirements 1. Innate time manager 2. Able to work flexible hours when required.	
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Employee Signature: _____