

Job Description

Assistant MRP Controller

The Assistant MRP Controller is responsible for the following:

- Assist in the forecasting and creation of schedule requirements for spare part demand (independent demand).
- Utilizing SAP, monitor MRP schedule for system-generated part forecast and manually forecasted parts.
- Perform regular audits of inventory levels and inventory turns for assigned hardware.
- Establish processes which balance customer need and inventory levels.
- Perform data mining functions and create reports to help manage the business at the request of management. Requires the use of MS Excel and/or MS Access.
- Responsible for performance metrics relative to customer fill rate, inventory turns and forecast accuracy.

Education: Undergraduate degree required, a degree in supply chain management or operations management preferred although other disciplines will be considered.

Other: Ability to communicate well and work with cross-functional teams is required. The assistant MRP controller receives significant training from MRP controllers, however the ability to learn quickly and act independently is a key attribute.