

Material Follow Up Analyst Job Description

1. ACCOUNTABILITY OBJECTIVE:

- Accountable for ensuring production is not disrupted due to any material shortages.
- Accountable for ensuring materials are planned and communicated to vendors and shall continuously improve inventory turns.

2. SCOPE:

- Communication with the Production, Quality and Engineering departments
- Communication with all employees
- Communication with vendors

3. RESPONSIBILITIES/EFFORTS

- Review, plan and release purchase parts in a just in time environment
- Analyst to own their parts from cradle to grave, door to door
- Ensure vendors ship to schedule
- Support production with appropriate purchase parts
- Analyze and resolve critical planning issues in order to meet production schedules, inventory levels, cost and delivery objectives
- Assists in maintaining accurate inventory levels
- Continuously improves inventory turns
- Assists in physical inventory counts
- Communicates with vendors to ensure timely availability of parts
- Communicates any material supply issues to production
- Resolve part planning issues to satisfy plant productivity
- Maintains accurate planning documents
- Perform other duties as assigned

4. CHARACTER PROFILE

- Good overall oral and written communication skills
- Strong attention to detail
- Methodical
- Exudes confidence even in stressful situations
- Can make sound decisions quickly
- Demonstrative and enthusiastic
- Very well organized