



Materials & Planning Manager AVK UK LIMITED

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AVK UK Limited is part of the AVK Group; market leaders in the supply of valves, fittings and flow control equipment to the Water, Waste Water, Oil and Gas industries throughout the world.

A vacancy has arisen for a Materials & Planning Manager based at our premises in Staveley, Chesterfield, reporting to the Managing Director.

Brief Overview:

Responsible for ensuring the accuracy of the MRP, safety stock levels, monthly stock forecast, raw material availability to meet customer demand. To assist at monthly co-ordinating planning meeting and evaluate forecast accuracy. Definition and maintenance of stock holding parameters to provide economic purchasing/supplier monthly forecast. Monitor supplier performance leading quarterly reviews and suggesting action for non-performing suppliers. This role includes the management of a team across three sites and includes travel.

The primary tasks include, but are not limited to:-

- Responsible for automatic replenishment of class 'A' classification products from the manufacturing companies into sales
- To hold monthly co-ordination meeting with AVK UK sales/manufacturing companies to understand the forecast expectation going forward and make stock recommendation
- Provision of forecast demands to suppliers to ensure stock holding and facilitate vendor managed inventory
- Head up the expediting team to schedule deliveries of materials to meet forecast demand and replenish safety stock levels. To initiate the MRP run and make suggestion for purchase requisition to the Operation Managers

Qualifications and skills:

The successful applicant will have education / experience within supply chain management. Must have professional experience with MRP, planning, procurement and stock control. BOMs and routings. Ideally experience using Microsoft Dynamics NAV, Stratum, discrete manufacturing process, Sales & Operation Planning process and LEAN.

Please apply in writing, including full C.V. to:

Emily Bryan – HR Advisor

Email: careers@avkuk.co.uk



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Job Description

Job Title Materials & Planning Manager	Department Logistics
Reporting to Managing Director	Responsible for AVK UK Material Expeditors
Other Working Relationships	
Internal	Directors, Manager and other staff as required, other AVK UK Companies, AVK Holdings supply chain
External	Suppliers and Customers
Main purpose of the job: Responsible for ensuring the accuracy of the MRP, safety stock levels, monthly stock forecast, raw material availability to meet customer demand. To assist at monthly co-ordinating planning meeting and evaluate forecast accuracy. Definition and maintenance of stock holding parameters to provide economic purchasing/supplier monthly forecast. Monitor supplier performance leading quarterly reviews and suggesting action for non-performing suppliers	

Responsibilities / Duties

- Responsible for automatic replenishment of class ‘A’ classification products from the manufacturing companies into sales
- To hold monthly co-ordination meeting with AVK UK sales/manufacturing companies to understand the forecast expectation going forward and make stock recommendation
- Provision of forecast demands to suppliers to ensure stock holding and facilitate vendor managed inventory
- Head up the expediting team to schedule deliveries of materials to meet forecast demand and replenish safety stock levels. To initiate the MRP run and make suggestion for purchase requisition to the Operation Managers
- To automate regular tasks ensuring workflows become more efficient
- Understand supply chain KPIs, data flows and interrogate data to support improvement
- To monitor supplier performance and report monthly KPI, responsible for improving delivery performance through better material availability
- Liaise with suppliers to continually seek improvement on lead times and prices
- Manage vendor records including lead times, vendor prices, re-order cycle, BOM, vendor details and ensure they are in line with their service offer



- To monitor and evaluate full consolidations of shipments from overseas suppliers, maximising full containers to ensure economical transportation costs

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- To liaise with feeder factories and foundries to resolve supply chain enquiries of a more complex nature
- Development of supply chain training of all staff to ensure MRP system is strictly adhered to, contribute to development of IT system to make it more efficient and effective
- To select approved suppliers in co-operation with other members of the Management Committee and AVK Group policy.
- Assist with the integration of all Company operating procedures covering Quality Assurance, Health and Safety, Environmental and other matters.
- Ensure you show regard for your fellow colleagues
- Ensure all Company procedures are followed at all times
- Ensure health and safety regulations are adhered to at all times
- Ensure you show regard for people by:
 - Adhering to HR policy at all times
 - Listening and dealing with staff issues
 - Ensure jobs are achievable
 - Be consistent, concerned and communicative
 - Provide help, support and training

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.



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Personal Specification

	Essential	Desirable	Identified by?
Qualifications	Degree in Purchasing and Supply or equivalent.		Application form and cv
Skills/Attributes	Highly analytical with the ability to deal with complex issues. Ability to communicate at all levels. Excellent written and verbal communications. Computer literate.	Export admin skills Access Data Base	Interview
Knowledge	Supply chain and purchasing management. Minimum three years of running MRP.	Product and technical knowledge	Application form, cv and interview
Relevant Experience	MRP and forecasting experience.	Experience of Navision system	Application form and cv
Personal Qualities	Self-motivated and able to motive people. Meticulous in approach and have a strong customer focus. Strong character to challenge existing culture in the pursuit of best practice. Can use initiative.		Interview



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Appearance/ Disposition	Smart and business like in appearance. Professional in approach.		Interview
Special Circumstances	Able to work additional hours if and when required. Able and willing to travel to other UK and overseas places of work.		Interview



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