

Bryan Donkin Valves 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 Supply Chain Planner based at our premises in Staveley reporting to the Head of Technical & Product Development.

Main purpose of the job:-

To ensure Material Availability for Production by ordering with the use of Sales Forecasts and Historical Data, ensuring strong lines of communication and system cleanliness throughout.

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

1. Update Navision system with latest delivery date and supplier information
2. Place purchase orders in line with MRP suggestions, after the appropriate authorisation
3. Lead collection of input data and product reports
4. Create and issue works orders – with a pro-active response to any material shortages
5. Manage enquiries – gathering lead time and costs for a certain classification of Products

Qualifications and skills:

The successful candidate should have GCSE's in Maths and English. You should have relevant working knowledge of ERP and MRP from a Supply Chain perspective, ideally with knowledge of the Navision system. Proven experience in working to tight deadlines is essential.

Problem solving abilities with a familiarity to continuous improvement and root cause analysis are essential in this role, along with a high level of computer literacy – with strong Excel skills.

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

Emily Bryan – HR Advisor
Email: careers@avkuk.co.uk



The AVK UK group of companies is part of the globally renowned AVK group who are based in over 90 countries and known as one of the leading innovators and manufacturers of high-quality valves and fittings for the water, wastewater and gas industries worldwide.

Job Description

Job Title Supply Chain Planner	Department Supply Chain
Reporting to Materials & Planning Manager	Responsible for N/A
Other Working Relationships	
Internal	Accounts, Manufacturing, Technical, Logistics, Quality and our Sister Sales Companies personnel
External	Suppliers, Freight Forwarders
Main purpose of the job	
To ensure Material Availability for Production by ordering with the use of Sales Forecasts and Historical Data, ensuring strong lines of communication and system cleanliness throughout.	

Responsibilities / Duties

Navision

- Update Navision system with latest delivery date and supplier information
- Ensure Master Data is updated when necessary
- Run MRP as required

Purchasing

- Place purchase orders in line with MRP suggestions, after the appropriate authorisation
- Chase order acknowledgements and update Navision system
- Communicate any changes in delivery schedule to Manufacturing
- Proactively expedite orders placed to achieve requested delivery dates
- Liaise with suppliers to ensure continuous improvement on lead times & costs – where applicable
- Review MRP suggestions to cancel and delay orders if possible
- Monitor performance of key suppliers and produce reports as needed
- Source alternative local suppliers as needed

Control & Manage Logistics Area

- Lead collection of input data and product reports
- Review and Report excess stock to benchmark against targets set by finance functions

Production Planning

- Create and issue works orders – with a pro-active response to any material shortages
- Track Production output against the planned works orders
- Book in Finished Goods prior to Despatch

Sales

- Manage enquiries – gathering lead time and costs for a certain classification of Products
- Process and acknowledge sales orders in a timely manner



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- Attend S&OP meetings – to review and consolidate current Order Book

Document and Data Control

- Supply relevant drawings to suppliers for an understanding of cost and supply implications as part of the product change processes.
- Maintain KPI's of 98% Material availability and 100% order confirmation within 24 hours with analysis of monthly reports to provide a root cause of any failures.
- Produce Supplier performance & Freight Forwarder reports as necessary
- 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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	Essential	Desirable	Identified by?
Qualifications	GCSE'S Grade A-C in Maths and English		Application form and cv
Skills/Attributes	Problem solving abilities with a familiarity to continuous improvement and root cause analysis High level of computer literacy – with strong Excel skills		Interview
Knowledge	Working knowledge of ERP and MRP from a Supply Chain perspective	Product and technical knowledge	Application form, cv and interview
Relevant Experience	Used to a Fast Paced working environment and the challenges this entails	Experience of Navision system	Application form and cv
Personal Qualities	Ability to communicate confidently with stakeholders at all levels of the business both internally and externally Pro-active individual who is not afraid to use own initiative		Interview
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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