



Job title	Supply Planner
Reports to	Planning & Customer Service Lead

Supply Planner Position Summary

The Supply Planner is responsible for helping build the demand and supply plans, translate demand into master production and finite schedule, partnering with procurement on materials management of raw & pack, and the management of finished goods, work in process, excess & obsolete inventory. This position is key in creating, planning and coordinating with the operations team to balance customer service levels, capacity constraints and minimize distressed product risks. The role is tasked with maintaining strong partnerships with manufacturing operations, sales and customer service to manage stock levels – as well as using data insights to establish critical system parameters towards target & safety stock settings. The role also helps manage data horizons up to 52 weeks for capacity planning of production/labor resources. The role balances available stock within the distribution network for operational efficiencies with base & pre-build business situations.

Supply Planner - Duties and Responsibilities

- Help develop daily production schedules from the weekly supply plan and distribute to production areas. Schedules are based on product requirements to manufacture and fill sales orders and the efficient use of labor
- Work with other functional areas including but not limited to Accounting, Sales, Procurement, Operations, R&D, and Warehousing regarding new product development and implementation. Ensure raw materials are available for the initial production according to product specifications
- Manage raw material inventory, stock transfers, work-in-process and finished products inventories. Effectively communicates with team members in each area to ultimately ensure customer satisfaction
- Support and provide direction regarding capacity availability or limitations for existing or new production
- Schedule production of finished goods needed to support customer orders, forecasted demand & inventory stocking requirements
- Actively interact with, manufacturing, quality, warehousing & transportation to solve finished goods issues & react to consumption patterns
- Develop processes and improvements specific to line balancing, item sequencing and constraint reduction to create production efficiencies
- Identify possible material shortages against inventory plans and develop action plans. Marshal resources to address action items and follow up on all material shortage-related issues
- Work with suppliers to ensure raw materials are delivered on time and in sufficient quantities to maximize plant production schedules

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Supply Planner - Qualifications

- Bachelor's degree from a regionally accredited college or university in Operations Management, Supply Chain Management or related field and 3+ years of experience in supply chain, operations, planning and inventory control or similar required or equivalent combination of education and experience, required
- Supply and/or Demand planning experience strongly preferred
- Experience in other areas of the supply chain such as purchasing, customer service, demand planning or logistics is a plus
- Consumer Packaged Goods Industry experience, preferred
- Proficient in Excel & PowerPoint
- APICS certification preferred, CPIM or CSCP a plus
- Experience in planning software is a plus
- Work well under pressure with limited supervision, and able to make immediate value-based decisions

Supply Planner - Skills

- Effective demonstration of interpersonal and team facilitation skills that are customer oriented
- Able to work in a very fast paced high growth dynamic environment. Like structure, but excel at variety and can rapidly pivot
- Capable of strategic cross-functional collaboration with Sales, Operations, Procurement, Quality and Customer Service to ensure team alignment and to execute strategic planning initiatives
- Strong technical skills around data management, analytics, data processing and problem solving
- Excellent project management skills
- Strong organizational skills with a high level of accuracy and attention to detail
- Able to effectively interact with all levels of management
- Ability to work well with others in fast paced, dynamic environment
- Be highly "process driven" and continuously improve the supply chain, planning, scheduling and materials management
- Strong written and verbal communication skills to communicate ideas and expectations

Benefits

- 401K
- Vacation
- Insurance (Health, Dental Vision)
- Bonus Plan
- Partial Gym Membership

Why Hudsonville?

At Hudsonville Ice Cream, we offer a first-class work environment with a real family feel. We appreciate and recognize the hard work, and dedication of our team members. We firmly believe that our employee's fiscal, physical, and mental health are essential elements to our organization's overall success. It is with this philosophy in mind that we offer a competitive wage and benefits package that starts day one. Moreover, Hudsonville Ice Cream is committed to its team members continual growth and development.
