

## Job Specification: Planning/MRP Manager

---

### JOB SUMMARY

The Planning/MRP Manager will ensure that strategic material planning processes are in place to enable operational and production continuity. He/she will take a coordinating lead, working closely with internal and external parties to ensure supply of materials is in place to satisfy production requirements. The successful candidate must be able to deliver efficient, effective and flexible solutions to meet production requirements.

---

### DUTIES AND RESPONSIBILITIES

Initially, this role's primary responsibility will focus solely on the development and implementation of a robust MRP process, primarily those functions in JDE. All other supervisory responsibilities will be withheld until that project is complete, at which time the Planning/MRP Manager will take on the rest of the duties described herein.

- Ensure that material scheduling strategy and processes are in place and work effectively in order to ensure material supply meets production requirements with minimum stock levels
- Engage with multi-functional groups within the organization to manage the MRP periodic process from customer forecast through supplier forecast and production supply
- Collaborate with internal and external stakeholders to forecast, plan and facilitate on-time materials to the production line as and when required, avoiding disruption to production
- In partnership with Purchasing, share ownership of material planning issues that arise, including over or under delivery and guide any follow-up actions, especially in the event of material shortages that affect production
- Assess volume requirements against planning assumptions
- Design, develop, and implement flexible solutions to aid business efficiency, drive process improvements, and add value
- Seek and recommend solutions to overcome issues in order to meet production requirements and address operational risks
- Ensure that Material Requirements Planning system (MRP) place is effective and that data is accurate and up to date, and resolve any issues as required (master data management)
- Ensure the integrity of routings, and in partnership with Engineering, of Bill of Materials (BOM)
- Manage, coach, and develop a high-performing team that meets agreed objectives and delivers best-practice results, added value, and continuous improvements
- Maintain an active role in establishing departmental objectives/KPIs and be responsible for reviewing and assessing ongoing performance of direct reports
- Monitor and ensure that staff under supervision maintain accurate material schedules to get the right materials on site at the right time
- Support continuous improvement initiatives; investigate and implement system enhancement initiatives

**JOB SPECIFICATION: Planning/MRP Manager**

- Ensure strategic and operational information, reports, and metrics are available to share with others in the business as and when required
- Support new business initiatives and projects and contribute to review meetings and change process; in conjunction with Inventory Control, ensure effective material planning implementation takes place relating to the change

---

**EDUCATION AND EXPERIENCE REQUIREMENTS**

- Bachelor's degree or higher in business, supply chain management, or related field
- 5+ years' experience in planning activities, including successfully leading the implementation of an MRP system
- 5+ years' experience in supervising small- to medium-sized teams (i.e., 5-10)
- Ability to be self-directed
- Excellent computer, math, and organizational skills
- Excellent written and verbal communication skills
- Ability to work well with others
- Ability to accept added responsibilities

---

**PHYSICAL REQUIREMENTS:**

- Unimpaired speech, hearing, and sight (continuous)
- Postural changes such as sitting, reaching, climbing, standing, walking, and lifting (intermittent)
- Ability to lift 50 pounds from floor to chest-high shelving

---

**NOTE:**

This job description is general in nature and is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

---

**COMPANY OVERVIEW**

Morbark, LLC, based in Winn, Mich., has been innovating and manufacturing durable, high-performance equipment for forestry, recycling, tree care, sawmill and biomass markets for 60 years. Morbark equipment helps customers harvest, process and convert wood and other organic waste materials into valuable, useful and profitable products. The Company produces a full line of whole tree and waste wood chippers, flails, brush chippers, horizontal and tub grinders, sawmill equipment, material handling systems and more. For more information, please visit [www.morbark.com](http://www.morbark.com)

---

**HOW TO APPLY**

To apply for this position, please fill out our online application in the Careers section of [www.morbark.com](http://www.morbark.com).