

Central Serial Materials Planner – Skopje

Role and responsibilities:

- Ensure production materials are delivered to the manufacturing line on a Just in Time basis and promote key measurable targets are met on a daily basis
- Coordinate Inbound/outbound traffic including working with carriers and 3PL providers
- Analyze and manage customer schedules ensuring accurate and timely schedules are issued to suppliers ensuring zero premium costs
- Support manufacturing and customer requirement
- Support supplier component lead times
- Maintain Inventory Targets of value and accuracy
- Manage supplier and inventory static data on the ERP to accurately reflect operations requirements
- Ensure the timely and cost-effective introduction of ECN's, New Parts to the operations
- Provide information and support to the general management team as necessary regarding any operational issues
- Follow departmental procedures and work methods to ensure 100% delivery of production materials to line. Continuously look to develop existing procedures and methods leading to ultimate internal and external customer satisfaction
- Manage systems and measures which encourage supplier accountability for specific tasks, goals and the general introduction of changes within the supply chain to support site objectives
- Utilize problem solving methods and communication skills to provide support to other internal departments and customer personnel in resolving open issues within all areas of the business in order to continuously improve quality and productivity
- Effectively communicate with internal/external customers and suppliers regarding any relevant issues concerning the supply of components within the supply chain

Technical Skills & Qualifications:

- University degree in Engineering, Business, IT or related field (Major in logistics preferred).
- Fluent English. Any other language would be positively valued.
- Ability to be part of teams capable to reach the Plant targets.
- 2 years' experience in Materials Planning Environment (Logistics, Supply Chain Management)
- ERP/MRP Experience
- MS Office (Excel)
- Strong analytical skills
- Excellent verbal and written communication and interpersonal skills, able to convey technical concepts and provide explanation to those not technical
- Pro-active and entrepreneurial, whilst able to operate effectively in a team
- Confident and self-assured, able to adapt to a demanding and varied environment
- Good negotiating skills
- Time management - effectively prioritize multiple goals
- Strong team player
- Self-motivated and results driven
- Flexible dependent on the changing demands of the business
- Procedure and compliance driven

Please submit your CV to lear.macedonia@lear.com no later than 20 June 2024.



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