



JOB DESCRIPTION

JOB TITLE: **Materials Planner and Scheduler**

REPORTS TO: **Supply Chain Manager**

LOCATION: **Ngauranga, Wellington, New Zealand**

REMUNERATION: **Commensurate with experience in equivalent roles**

COMPANY OVERVIEW:

4RF is a New Zealand company designing, manufacturing and supplying high quality wireless radio products deployed in over 130 countries. 4RF's products are used by utilities, oil and gas companies, public safety organisations, transport operators, broadcasters, enterprises as well as fixed and wireless telecoms operators. We have blue chip customers in all of these vertical markets, examples of which include the United Nations, EDF, Chevron and America Móvil.

With 80 staff 4RF is a dynamic company with a flat structure devoid of the politics of larger organisations. As one of the country's leading technology exporters 4RF enjoys significant support from New Zealand Government organisations. We win business based on our superior products, customer service and organisational agility. 4RF is backed by leading growth investor Fortissimo Capital (www.ffcapital.com).

JOB SUMMARY:

The Materials Planner and Scheduler is responsible for converting multiple inputs into a cohesive plan for the high level scheduling of manufacturing and generation of a materials requirement plan, producing supply chain forecasts and ensuring inventory procurement meets Production shipment schedules, while maintaining the minimum inventory exposure.

The person will be required to utilise inputs from the Sales Team, R&D and Product Management, considering both contract manufacturer and 4RF on-site production capabilities to ensure sufficient material availability to meet company requirements.

This role will also be required to perform additional tasks such as monitoring and reporting on contract manufacturer's performance and supporting R&D component sourcing and procurement for prototype designs.

ORGANISATION STRUCTURE:

Reports to: Supply Chain Manager

Direct Reports: Materials Purchaser

Key Relationships: COO, Sales, Finance, Production Team Leaders, Warehouse Manager, external contract manufacturers and key suppliers

KEY RESPONSIBILITIES:

Key Responsibilities	Key accountabilities/expectations
<p>Planning and Scheduling</p>	<ul style="list-style-type: none"> • Create a high level product shipment schedule using business intelligence and forecast information from Sales, Product Management, customer and market sources • Maintain and update the shipment schedule as inputs change, utilising historical data and trends to improve accuracy • Translate the shipment schedule into a high level manufacturing schedule and comprehensive materials requirement plan to drive procurement of manufactured sub assemblies and individual line items • Ensure production capacities and general capabilities of external contract manufacturers and 4RF Production are accommodated in the requirements plan • Liaise with production team leaders to ensure activity is aligned with high level schedule, adjusted, if necessary, when purchase orders are received or priorities change
<p>External Supply Chain</p>	<ul style="list-style-type: none"> • Provide the main operational point of contact with contract manufacturers and key suppliers • Transfer of forecasts, orders, changes in schedules and other key operational information • Supplier delivery issue identification and resolution or prompt escalation if necessary • Manage Kanban, build-to-forecast and consignment stock systems with suppliers • Maintain relationships with large component suppliers and alternate sources of components to support expedited procurement when required • Expedite and reschedule open purchase orders to suit production planning or change in shipment requirements
<p>Forecasting</p>	<ul style="list-style-type: none"> • Using the materials requirement plan generate a forecast for all products, including contract manufacturer sub assemblies and individual line items • Distribute and update supply chain forecasts to enable long lead purchasing, ensuring anticipated shipments will be met • Proactively monitor and track top running or single source items to ensure forecasting can be adjusted or additional procurement actions executed if required • Facilitate monthly forecast reviews prior to release of updated forecasts involving Sales, Finance and Supply Chain personnel

<p>Procurement and Inventory</p>	<ul style="list-style-type: none"> • Facilitate monthly reviews prior to release of major sub assembly purchase orders from contract manufacturers involving Sales, Finance and Supply Chain personnel • Identify, socialise and execute potential cost savings across all product lines • Negotiating last time buys and bulk purchase agreements with key component suppliers • In conjunction with Production and R&D develop strategies for inventory reduction and phase out of obsolete inventory • Facilitating stock accuracy via cycle counts in conjunction with the warehouse manager • When required raise purchase orders ensuring timely placement and subsequent delivery of sub assemblies and individual line items
<p>Reporting and Monitoring</p>	<ul style="list-style-type: none"> • Regular monitoring of contract manufacturer and key supplier performance, review historical data, material on time delivery and incorporate quality information to identify significant variances against requirements • Report on contract manufacturer and key supplier performance, trends and variances both internally and to the external supply chain • Responsible for inventory management, accuracy and reporting in conjunction with the warehouse manager • Liaise with Finance to ensure company financial inventory value and projection models are accurate and reflect the anticipated shipment and procurement plans

QUALIFICATIONS/EXPERIENCE:

Essential:

- Significant previous planning experience in a similar role with electronics based products
- MRP systems comprehension
- Purchasing experience
- Electronic materials data sheet comprehension
- Computer literate – advanced spreadsheet and database skills preferred
- Experience with third party (supplier or customer) interaction
- Good analytical skills

Highly desirable:

- Knowledge and understanding of electronic manufacturing processes and techniques

Personal attributes:

- Ability to work with different people across a team effectively
- Customer focused (internal / external)
- Excellent communication and interpersonal skills – ability to interact with 4RF staff directly in NZ and remotely in global Sales offices
- A flexible approach to daily activity with the ability to prioritise core activities while

supporting Sales order, R&D or production activities

- "Hands on" attitude
- Attention to detail