

VACANCY ANNOUNCEMENT

POSITION DETAILS

Title: Material Requirements Planning Specialist
Location: Baku/Sumgayit

JOB SUMMARY

This position is responsible for planning, ordering, and maintaining raw material inventories and purchasing maintenance materials to meet plant needs. Works closely with the Production Manager, Maintenance Manager and Maintenance Planner to ensure raw materials are on site and available to run the production schedule and meet maintenance demands. This person also works closely with the corporate purchasing team to execute corporate and strategic plans to meet goals of delivery performance, inventory targets, and inventory turns for raw and maintenance materials.

JOB DUTIES

- Monitors raw material consumption and inventory levels, plans and orders raw materials needed, to achieve the production schedule
- Manage MRP parameters to minimize inventory while maximizing availability
- Responsible for setting and maintaining local MRP settings for each material related to plant specific parameters as well as guidance from corporate purchasing
- Coordinates with Maintenance Planner to enter purchase orders and ensure delivery of required maintenance spares and repair materials to support PM Work order maintenance workflow
- Assess volume requirements against planning assumptions
- Day-to-day order management and management of deliveries
- Understand and manage risks to minimize impact on production schedule
- Take follow up actions in relation to material shortages that affect production
- Ensure that all relevant procedures and processes are followed and adhered to in line with the Company's procedures and requirements
- Actively contribute to the development and support of material planning processes and benchmark against best practice and review ways to make continuous improvements
- Ensure any Material Requirements Planning system is in place, accurate, up to date and resolve any issues as required
- Monitor the integrity of Bill of Materials and manage inventory accuracy
- Monitor and control inventory levels against agreed ROP level
- Minimize obsolete stock and ensure business is left with minimum liability
- Liaising with various functions within the business including Warehouse, Planning, Forecasting, Customer Service and Production
- Create regular statistical reports, analysis and update others in the organization
- Analyze, evaluate and action MRP to ensure maximum on time deliveries
- Liaise and attend meetings with other departments to aid business and organizational development
- Forecasting the trends in product consumption to provide the needed number of stocks and its turnover

REQUIREMENTS

Functional

- Knowledge of SAP system
- Strong computer skills in Windows Office Suite (Access, Excel, Word, etc.)
- Strong knowledge of Bills of Materials
- Math, Statistics and Analytical Thinking

Behavioral

- Ability to work independently and as part of a team
- Ability to meet deadlines and work well under pressure
- Excellent analytical skills and flexibility to changing assignments

Education and experience

- Bachelor's degree
- 3 years' experience with MRP planning in SAP or similar system

APPLICATION PROCEDURE

Interested candidates should submit CV's to hr@socarpolymer.az / yabdullayeva@socarpolymer.az and indicate the position applying for in the Subject line.

The below vacancy is addressed to **nationals of Azerbaijan or with permanent residency in Azerbaijan**. All eligible applications for the advertised post will be assessed and given equal opportunities.

Application closing date: **January 21, 2018**