

Internal Opportunities and Relocation Options

Senior Planning Officer

Job Location

Ayutthaya Office (Hi-Tech Industrial Estate)

Job Summary

Responsible for material planning and inventory management to ensure material availability for manufacturing operations.

Key Responsibilities

These followings are required, but not limited to, activities of this person:

General and Task Management

The followings are required, but not limited to, activities of this person:

- Plan material requirements based on production plans, forecasts and inventory policies.
- Responsible for inventory management of raw materials, packaging materials, batch related consumables and common materials to ensure material availability for manufacturing operations.
- Analyze material requirements, inventory status and supply risks, and recommend appropriate actions to support manufacturing operations.
- Coordinate with users, Warehouse, Production, QC, QA, RA and suppliers to ensure timely material availability and replenishment.
- Monitor material supply risks and recommend appropriate actions to prevent material shortages or excess inventory.
- Review and maintain planning parameters including safety stock, lead time, shelf life and other planning master data.
- Manage supplier change notifications review and assess potential impacts on material planning, inventory and supply continuity.
- Responsible for quality systems and other relevant systems (e.g. change control, deviation, complaint to supplier etc.) related to materials in scope.
- Escalate critical material planning, inventory and supply issues, and provide recommendations to support management decision-making.
- Participate in continuous improvement activities related to material planning, inventory management and supply chain processes.

Qualifications

- Bachelor's Degree in Business Administration, Science or any related fields.
- Experience in manufacturing, planning, supply chain, inventory management or related functions.
- Good analytical and problem-solving skills.
- Understanding of inventory management, safety stock and material planning concepts.
- Able to communicate in English both spoken and written.
- Good computer skills, SAP or other ERP experience is a plus.
- Able to prioritize and perform under pressure, within tight deadlines.
- Up-to-date knowledge of relevant standards, laws and regulations.
- Fast learner and flexible to changes.



For more information, please contact HR