

## **1. Purpose of the position:**

Coordination & Monitoring level of production for assembly and molding workshops according to available components and capacities.

Report and monitor Back Orders, OTIF, customer priorities, production planning.

## **2. Job description of the employee's position and the employee's responsibilities:**

- Located in the manufacturing plant of Pontchateau.
- Direct management of a team of about 5 people (production planners).
- Ensure the availability of the components and capacity before providing production planning to workshops.
- Take corrective actions if delays endanger customer service level.
- Maximize safety in the department, following and animating existing processes.
- Ensure planning process and standard works are applied, and associated parameters are correctly setup in the ERP system.
- Define and implement action plan for non-adherence planning.
- Lead communication processes (daily Tier meetings, monthly process reviews) within the downstream supply chain department.
- Participate to Tier 4 meeting to represent the department.
- Help backing up other supply chain functions when necessary (procurement, transportation, warehouse, subcontracting, customer service department, global supply chain team...)

## **3. General duties of an employee:**

- a. observing ethical guidelines of the company;
- b. observing work regulations;
- c. respecting the company's property;
- d. being honest;
- e. being loyal towards superiors, co-workers and subordinates;
- f. being ready to help other company's employees with their work;
- g. constantly improving one's own qualifications by means of extending knowledge individually and participating in trainings organized by the employer;
- h. creating atmosphere of respect towards other company's employees;
- i. observing norms of social co-existence beyond the company and during work hours;
- j. possessing knowledge of quality policy and environmental policy and observing procedures created within those policies;
- k. possessing knowledge of regulations and rules on safety at work and observing them;
- l. carrying out the employer's orders concerning activities not included in p. 2 which are connected with the position of an employee and which serve the purpose of completing employer's tasks.

#### **4. Qualifications of the employee:**

- Bachelor or Master Degree in Logistics / Supply Chain or related industrial qualifications

#### **5. Requirements concerning education, experience and skills of the employee:**

- Min 5 years experiences in supply chain positions, with experience of team management
- Good communication, global team working skills, customer oriented
- Capable of analysis, of issuing factual data, often from ERP systems and/or spreadsheets
- Planning and organizational skills

#### **Required:**

- Good spoken and written French
- Good spoken and written English
- Experience & Knowledge about material management (safety stocks, lot sizes, MRP, planning time fences, ...)
- Experience of the use of an ERP system in an industrial environment
- Good knowledge of MS Office (word/excel/power point) even in advanced Excel functions (pivot tables, VLOOKUP functions, ...)

#### **Desired:**

- Experience / knowledge of capacity analysis, short term, medium term and long term period.
- Good knowledge SAP ERP
- Other European languages like German, Spanish or Polish would be an advantage