

Buyer / Planner - Aalborg

OVERALL RESPONSIBILITY

Responsible for the analysis and planning of the daily production of cementitious products, including, inventory management, stocktaking, organization and procurement of raw materials and commodities necessary for the production process.

PRINCIPLE RESPONSIBILITIES

- Responsibility for the analysis and planning of the daily production schedule, including facilitation of optimal production planning, availability of raw materials and inventory management.
- Ensure that incoming customer orders are planned and handled in co-operation with Production, Warehouse and Customer Service departments.
- Ensure close follow up on the status of production processes and daily corrections as necessary, including changeover times, inventory statements, delays of raw material deliveries and production flow.
- Manage the purchase of raw materials and commodities for the completion of the production process, to include supplier negotiation and management to ensure best price and terms.
- Manage the contracting of transport in relation to the inbound receipt of raw materials for the production of cementitious products.
- Organize stocks and ensure the control of minimum & maximum inventories, use MRD/Kanban systems (where applicable) in the process of inventory management.
- Carry out maintenance of master data files and optimize the use of the ERP system (SYSPRO).
- Facilitate stocktaking process at pre-determined intervals.
- Prepare production reports, time schedules, key metrics, etc. in co-operation with Production, Customer Service, and the sales departments.
- Ensure that Environmental and Health & Safety issues are considered in the handling and storing of raw materials and communicated to vendors, employees, transporters and others (incl. dangerous goods handling, chemicals, etc.).
- Approve supplier invoices.
- Responsible for external cement raw material storage & warehouses

SKILLS AND COMPETENCES

Relevant production buying and planning training

Min. 3 year's practical experience in professional buying and production planning in an international industrial business

Knowledge of MRD/Kanban systems an advantage

Excellent verbal and written skills in English

Strong IT skills (Microsoft Office & ERP systems)

Can work under pressure and under tight deadlines

Service-minded, internally and externally

For further information please call headhunter Thomas Aagaard, 2373 3913 or headhunter Morten Elbro, 2858 0056. Please submit your resume to job@insightments.dk marked "buyer /planner".