

Position Title	Assistant Planning Manager
Department	Planning
Reporting To	Planning Manager
Responsibility	<ol style="list-style-type: none"> 1. Manage material planning activity to ensure timely delivery of material to support production operations. 2. Coordinate with Material Planners to execute weekly production plan. 3. Develop and maintain reports relating to process, product and operation on-time performance. 4. Receive forecast/orders to determine quantity, specifications, and delivery requirements by customers. 5. Ensure safe inventory levels are maintained for materials. 6. Ensure stocks are ready on time for delivery. 7. Analyze material and capacity availability to provide customer with delivery dates. 8. Communicate forecasts and replenishment plans to customer if needed. 9. Work closely with team members and superiors in support of business goals with a continuous improvement initiative. 10. Any ad-hoc tasks as assigned by Management.
COMPETENCY REQUIREMENTS	
Education Level	Degree Holder in any field.
Working Experience	Minimum 8 years working experience in production planning.
Special Knowledge / Skill	<ol style="list-style-type: none"> 1. Experience in production planning, inventory management, SAP process and system. 2. Skilled in production scheduling. 3. Basic mathematical skills.
The management will assign any other job as relevant as and when the need arises.	