



Position Description

Job Title: Planning Coordinator
Reports to: Site Logistics Manager
Location: Newport or Charnwood, near Loughborough

PURPOSE:

PerkinElmer is on the frontline of fighting Covid 19 Our complete workflows with standardized equipment and kits are available to help labs address their SARS-CoV-2 testing challenges We are recruiting staff for 6-month fixed term contracts at a new greenfield laboratory based in Newport and another in Charnwood, near Loughborough.

SUMMARY:

The Planning Coordinator is responsible for developing a replenishment strategy to optimize product availability while minimizing inventory Enhances product workflow by analyzing and developing logistics plans that affect testing / production, distribution, and inventory Executes to procedures for consumption, distribution and inventory management to maximize customer satisfaction and minimize cost.

As a member of the test lab team, you will interact and work with other global distribution center planners In addition, you will analyze and manage materials to maintain enough supply according to forecast Interface with purchasing team to ensure required materials will be available when needed Create, analyze and distribute various reports regarding requirements, progress, and fulfillment issues Troubleshoot internal material issues Physically count and manage inventory levels.

RESPONSIBILITIES:

- Participate in weekly meetings review of supply status
- Execute and review material forecast, internal orders and pipeline inventory
- Facilitate and participate in physical counts
- Review delivery schedules with buyers, and other planners to ensure on time delivery requirements
- Monitor KPIs and identify improvement actions

KEY COMPETENCIES REQUIRED:

- Ability to align data and analyze replenishments needs throughout the supply chain
- Effective communication skills

- Ability to work within a team environment
- Ability to work with and analyze large data sets

QUALIFICATIONS:

- 2+ years' experience in production planning and distribution
- SAP planning knowledge
- Deep and thorough understanding/use of Excel
- Associate degree or APICS certification preferred

KNOWLEDGE, SKILLS & ABILITIES:

- Experience with SAP planning with focus on distribution center planning
- Effective communication skills
- Ability to work within a team environment
- Working knowledge of SAP
- Working knowledge of MRP and ERP
- Detail-oriented, ability to multi-task and prioritize tasks with strict deadlines
- Ability to work with and analyze large data sets

If you are interested in this opportunity please contact our partners Aerotek on 07422 077401 or EurPerkinelmer@aerotek.com