

# Raw Materials Administrator/Planner

## Your tasks

Responsible for raw materials planning at xxx plant, ensuring on-time availability of raw materials at the lower transportation cost aligned with WoC objectives, considering Sales Forecast / Customer Demands and in compliance with company policies.

Assists Materials Scheduling Department, preparing requisitions for procurement of material and supplies. Compiles records concerned with quantity, cost, and type of material received, stored, and issued, and requisitions needed supplies. Prepares inventory or keeps perpetual inventory records.

- \* Responsible for ensuring the availability of series / production raw materials for production in order to meet customer requirements on time and with the right quality, as well as escalating issues when necessary.
- \* Responsible for creating PO's and obtaining confirmations from suppliers.
- \* Follow up on raw materials from supplier shipment until receipt at warehouse.
- \* Provide all necessary documentation and information to related departments (traffic, warehouse, lab, etc) to ensure proper receipt of raw materials (invoice, Packing list, COA, certificates of origin, etc).
- \* Maintain/create master data of raw materials.
  - \* Support in the annual inventory.
  - \* Work according to the supervisor's instructions to achieve objectives.
  - \* Request shipments according to incoterm in inforecord.
- \* Obtain authorization for any special freight required by RML.
- \* Clarify differences between orders and physical material shipped.
- \* Periodic consignment stock checks.
- \* Support to provide short term FC to suppliers.
- \* WoC inventory (Check old stock, coverages, DOH, etc).
  
- \* Creation of part numbers of raw materials in system (SAP / Mapper)
- \* Creation of PO's for sample / pre-series raw materials.
  
- \* Active participation in improvement projects (inventory control, WoC).

Other duties as assigned



Job ID  
**REF96467M**

Field of work  
**Logistics**

Location  
**Winchester**

Leadership level  
**Leading Self**

Job flexibility  
**Onsite Job**

Legal Entity  
**O'Sullivan Films, Inc.**

## Your profile

HS Diploma or GED

2+yrs relevant experience

## Our offer

### THE PERKS

- Competitive Pay
- Immediate Benefits
- Paid Time Off
- Employee Discounts, including tire discounts
- Competitive Bonus Program
- Employer 401(k) Match
- On-Site Gym
- And more benefits that come with working for a global industry leader!

All your information will be kept confidential according to EEO guidelines.

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## THE COMPANY

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ContiTech is one of the world's leading industry specialists. The Continental group sector offers its customers connected, environment-friendly, safe, and convenient industry and service solutions using a range of materials for off-highway applications, on rails and roads, in the air, under and above the ground, in industrial environments, for the food sector and the furniture industry. With about 42,000 employees in more than 40 countries and sales of some 6.8 billion euros (2023), the global industrial partner is active with core branches in Asia, Europe and North and South America.

Are you ready to shape the future with us?