

# Raw Materials Administrator/Planner

## 담당 업무

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



직무-아이디  
**REF96467M**

모집 분야  
자재물류

지사  
원체스터

리더십 레벨  
**Leading Self**

근무 유형  
**Onsite Job**

법률 고지  
**O'Sullivan Films, Inc.**

## 지원자 프로필

HS Diploma or GED

2+yrs relevant experience

## 처우 조건

### 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!

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## 기업 소개

## THE COMPANY

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