

March 2017

## JOB PROFILE

Job Title: Distribution Planner  
Hay Grade: H14  
Department: Planning

### Purpose:

- To co-ordinate activities with the Business teams to manage stocks into the distribution network.
- To manage the inter-company and in-transit stocks.
- To understand the shipment and distribution processes and ensure that all distribution and direct shipment orders are planned and released to facilitate maximum efficiency in container loading whilst maintaining the highest level of customer service and satisfaction.
- To support all the activities of the Planning team.
- To support the development and use of Performance Indicators and to use them to help drive improvement activities.

### Job Content:

- Manage product supplied by Wantage, by reviewing stocks, in transits and by creating, validating and releasing distribution orders.
- Validate and approve direct shipment orders.
- \*Develop loading plans to ensure transport units are fully utilised.
- Liaise with the Customer Services teams, planners and sales teams to manage stocks and re-supply.
- Work with the Planning team to review processes, use the performance data to identify areas for improvement, develop action plans, implement the changes and monitor the improvement.
- Cover for all planning activities within the Planning team.
- Liaise with all other members of the Planning team on schedules and updated availability in order to ensure planned loads are fully achievable.
- Liaise with other planners to ensure full awareness of any potential material shortages that may impact on service levels.
- Ensure that all distribution order data is updated promptly after shipment to ensure that the SAP MRP system reflects accurate information.
- Close liaison with the Despatch department to enable loading of containers can continue without interruption whilst still maintaining data accuracy.
- Ensure that any hazardous goods planned for despatch on containers are compatible.

- Ensure that planned container loads are 'booked' on the despatch schedule along with details of any hazardous items planned.

**Success Factors:**

- Excellent working relationships with all areas of the business including subsidiaries.
- All other areas are fully aware of any issues that will affect service levels.
- Maximised utilisation of space on planned containers.
- Minimal use of premium freight to supply customers.
- No clashes of hazard categories within containers.
- Full traceability of the origins and approvals of any changes implemented.
- On time in full delivery performance in Wantage.
- Use of improvement tools and implementation of preventive action/Poke yoke solutions.

**Job Knowledge:**

- Good knowledge of planning systems and methodologies.
- Good knowledge of SAP systems and databases.
- Highly IT literate.
- Graduate or equivalent.
- Self-motivated and committed to getting the job done whilst being able to work to under pressure.
- Effective communicator at all levels.
- Self-disciplined and able to work unsupervised, making all necessary decisions to avoid costly disruptions to the plans.

