

# Job description



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JOB MRP Controller Train 2 All manufacturing organizations, whatever it is they produce, face the same daily practical problem - customers want products to be available in a shorter time than it takes to make them. This means that some level of planning is required. Thus, a MRP Controller is required to do specialty tasks.

Job Category: Business Planning, Accounting, Other

Job Specialty: Inventory Management

Position Title: MRP Controller Train 1 & 2

Job Summary:

The position is aimed provide detailed analysis of on-hand inventory and maintains stock levels and provide essential support to the operational requirements of the company in a cost-effective manner.

Objectives:

As an MRP Controller, he/she should be responsible for Stock Replenishment and Maintain and accurately track all material for Trains 1 & 2. This means that he/she should also be in-charge for managing assigned parts, including accurate maintenance of independent and dependant requirements within the MRP system. Other responsibilities included input of system parameters, inventory analysis, Purchase Requisition, shortage status and follow-up of Pending Purchase Orders, required to make independent decisions on system and schedule requirements based on job knowledge.

He/she should also be in-charge of managing program planning and material requirements, material Status planning and material support budgets, maintain current and accurate status of material procurements. Providing interface and coordination between all End Users, and recommend and implement stock reduction proposal and through forecast and estimates is

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also under his/her scope. Also, must be able to recommend logistics requirements to Procurement Department, program material budgeting, forecast, allocation, execution and reporting, execute planning and material availability and calculates Work Center Loads and Capacity Requirements.

Key Result Areas:

1. Produces significant reductions in inventory while improving overall inventory performance.
2. Reviews consumption and controls the replenishment of consumables and spare parts per annum.
3. Provides departmental interface and reporting at all levels.
4. Supports and plans inventory for normal operations and planned / unplanned shutdowns.
5. Liaises closely with procurement by actively reducing the frequency of orders utilizing ABC analysis and EOQ interrogation.
6. Constantly reviews and analyses materials inventory policies and makes recommendations for changes. Identifies opportunities for inventory cost reductions. Maintains overall inventory support for the Company's operations at all times.
7. Co-ordinates periodic reviews of SAP based inventory system to reconcile stock records with actual stock. Investigates discrepancies, prepares reports with recommendations for corrective action where necessary.
8. Analyses inventory sourcing to determine where cost efficiencies can be realized through other methods such as group buying, call off agreements or alternative, more cost efficient sources of supply.
9. Conducts perpetual reviews of inventory stock, on a system wide basis, to ensure the elimination of duplicates.

Operating Environment, Demand Management, Framework and Boundaries:

The Materials Department is a major service provider to all areas of the Company in the areas of procurement, materials control and materials warehousing. The emphasis is on customer focus with the aim of providing a timely, cost effective service. The departmental systems are SAP based and all personnel need to be familiar with these operating procedures. Analysis and other related activities are carried out within a structured environment and a clear reporting framework. Lead demand forecasting by driving Forecast Accuracy goal through data integrity, system updates, and internal customer input. Analyze demand for materials by detecting usage trends, seasonality, etc. Provide the Stock Analyst with an accurate demand plan on a weekly and monthly basis with demand metrics and forecast accuracy. Apply established Material Requirement Planning (MRP) techniques and principles to requisition material to support Company wide maintenance planned and unplanned shutdown and internal needs. Also satisfy business and contractual requirements to minimize the time and material is in the storage prior to use. Work closely with Planning/Engineering to determine plans to changes affecting stock materials, such as introduction of new items or discontinuance of existing items and responsible to reclassify non-movable materials in order to dispose the dead stock.

Communications and Working Relationships:

Should do daily contacts with Stock Analyst to discuss operational matters and work priorities. Regular contacts with all client departments to review inventory procedures investigate stock sources and assess slow moving stock situations. Act as a focal and product point for Stock Items between Materials Integrity, Operations Group and Procurement. Communicate supply

situation to RasGas internal Client through close cooperation with Procurement Department and Operations for Stock items. Act as a conduit for communication from and to procurement, operations and different departments. Analyze and recommend, at internal customer level, optimal logistics.

**Problem Solving/Complexity:**

One must agree to work within established Company procedures. Position requires good analytical skills and problem solving capabilities and able to operate within the scope of approved procedures, precedent and personal experience. The role demands complex and specialized comparisons between data screens to maintain effective cost control. He/she must possess strong organizational skills and ability to manage conflicting or changing priorities.

**Decision Making Authority and Responsibility:**

Plans and prioritizes own work within agreed work programs and contributes to the positive development of the inventory as a whole. In addition, advises on inventory systems and stock levels at management level with a view to improving cost effectiveness even as maintaining adequate supply levels. The Stock Analyst reviews the work regularly. Change/update MRP parameters in SAP for adequate planning and be able to optimize MRP parameters and seek opportunity of improvement and responsible for timely resolution of all materials availability issues.

**Knowledge Skills and Experience Requirement:**

A prospect applicant should possess Bachelor's degree / Diploma in accounting or engineering discipline, or equivalent and with minimum 5-years experience in materials stock control environment within the oil and

gas sector with considerable exposure to materials inventory management systems. A computer literate and a good knowledge of standard office software, with knowledge of SAP an advantage. Applicants must be good in English, both written and oral. One should be a good interpersonal skills and ability to work as a team member, good adaptability to multinational environments, with wide exposure to various cultures and customs. Good communication skills and ability to influence/convince peers and superiors is a plus. Good skill in SAP materials management and inventory management and standard reporting in SAP system would surely be an added considerable factor and has a deep understanding of Material Requirement Planning, demand forecasting techniques and long term planning.

#### Justification for Manpower Requirements:

In addition to the requirements mentioned, applicants must have 17, 119 Line items required to be reviewed analyzed one on one basis to establish accurate Stocking Levels Philosophy in order to boost Company Bottom Line by strategically reducing the overall inventory. He/she can also do tracking of more than 3, 000 Repairable Line items and analyze 150 plus Purchase Requisition daily with Follow-up with around 250 plus pending Purchase Order with Procurement Department for faster expediting in order to avoid Stock-out. Moreover, successful applicants can analyze to identify 17, 000+ Line item for repairable with close consultation with End-User and Procurement. Total estimated yearly saving above 2. 5 million dollars thru stringent controlling of stock replenishment and finally moving towards JIT " Just in Time" inventory. The prospect employee can review RSPL recommended Materials for common items, change of JVA Profit Center in Material Master and identify Common Stock and Change of Material Type to <https://assignbuster.com/job-description-essay-samples-3/>

Common Stock in Material Master and analyze Safety Stock Levels.

Coordination for New Stock/Non-Stock SAP no., with PMT and Operations to identify Future usage and analyze Risk of non-availability for both Stock and Non-Stock Items is also a plus. Lastly, he/she can check Criticality Factors for 17, 000 line items; consequence of failure, frequency of failure, average downtime and safety implications