



Control Status: Controlled
Document Title: Site Spare Part Planner

Roles & Responsibilities

Job Title: Site Spare Part Planner

Reports To: Global Planner

FLSA Job Status: Exempt

Basic Job Functions:

- Responsible on the statistical forecasting for spares part and safety stock management (mass production).
- Work closely with maintenance & MSE team for stock related matters (forecast and SS)
- Coordinate & lead the spares S&OP meeting
- Work with purchasing team for the management of spares stock levels and yearly inventory projection.
- Responsible on material ABC classification and safety stock analysis.
- Work with MIS team on system enhancement and automation.
- Responsible on the slow moving write off analysis.
- Work with team on the inventory policies and plant status classification (ZA,ZR,ZU,ZI, ZS,ZO).
- Review and update the material status from ZU/ZI to ZO
- Responsible on the balancing analysis and work with warehouse and maintenance team on interplant balancing management.
- Review the MDM request (eg.part reactivation,SS change,manual forecast)
- Monitor and send alert on the low stock to related functions for further action.
- Coordination with other departments on improvement projects
- Communicate with stakeholders, providing honest and valuable feedback, building strong relationships.

Experience:

- Minimum of 2 years' experience
- Knowledge of Supply Chain Systems & Processes.
- Good organization and prioritization skills.
- Knowledgeable in SAP/Rapid Response.
- Experience within a planning role.

Education:

- Minimum of Bachelor degree in business related field
- APICS certification (CPIM) is preferred

Required Skills:

- Expert in ERP systems. Advanced knowledge of how an ERP system operates regarding the following key processes – material requirements planning (MRP), master production scheduling (MPS), inventory management (IM), product data management (PDM) and Purchasing.
- Proven organizational skills – ability to prioritize.
- Proven computer skills, including ERP, MRP and Microsoft Office or equivalent.
- Demonstrated experience in negotiating with internal and external organizations
- Knowledge of production planning, operations and supply chain in an international manufacturing environment.
- Rapid response or SAP knowledge will be an advantage.
- Proactive, teamwork and goal orientation.

Essential Functions & Responsibilities

- Under general supervision, determines the global quantity and order date for critical materials / finished product to meet the production/shipping schedule.
- Drives the communication of plans and requirements to, and negotiate support from, First Solar organizations to assure timely delivery of critical materials / finished product at lowest overall delivered cost.
- Analyze shipment and inventory data to understand variability between actual and planned
- Develop and manage critical materials / finished goods forecasting model
- Lead the development and execution of a business supply plan and capacity modeling
- Coordinate and maintain key global planning data, such as min/max levels, leadtime, EOQ, order policies, etc.
- Reviews obsolete and slow moving inventory and develop reduction plan.
- Streamline and Optimize the execution of Material Planning activities

Physical Requirements:

- Will sit or stand for long periods of time throughout the day.
- Required to lift up to 25 lbs.
- Will walk and climb stairs.
- Will reach over shoulder heights and below waist.
- Required to use hands to lift, handle, carry or feel.
- May be required to kneel, bend, talk and hear.
- Specific vision abilities are required.
- All associates working at a First Solar manufacturing facility may be required to wear a respirator at any given time and thus, the ability to wear a respirator is a condition of employment and continued employment (requires little or no facial hair).