



Nextivity, Inc.
16550 W Bernardo Drive, Suite 550, San Diego, California 92127
Telephone: 858.485.9442

Job Description

Title: Materials Planning Manager

Department: Manufacturing & Supply Chain

Manager: VP of Manufacturing and Supply Chain

Supervision of Others: Yes

Location: San Diego

FLSA Status: Exempt

Job Type: Full Time

Compensation:

Summary

The Company's Materials Planning Manager will be responsible for overseeing the planning, scheduling, prioritization and distribution of materials and products according to company needs and customer requirements. In addition, this position will be responsible for communicating with Sales and Customers availability, lead times and estimated shipping dates.

Essential Duties and Responsibilities

- Directs production and inventory control.
- Manages EOL and expedites supply chain shortages while managing PPV spend.
- Establishes production ship dates.
- Responds to all shipment sales and customer ship date queries.
- Reviews and approves all Sales Orders to the factory.
- Determines production and shipment priorities.
- Directs production planning and scheduling based on sales orders.
- Maintains inventory levels to ensure deliveries occur within customer timelines.
- Works with purchasing role to schedule delivery of consigned materials, supplies, and equipment.
- Manages and monitors PCBA and finished goods levels at suppliers, distributors, and the factory.
- Establishes procedures for conducting and valuing monthly physical inventory.
- Assists in auditing data for accuracy and preparing summary reports, spreadsheets, graphics, and charts based on the analysis of data.
- May create and/or maintain databases in support of data collection.
- Audits, challenges and resolves data integrity issues, including PO liability and inventory availability.
- Proactively identifies and escalates potential issues related to metrics.
- Review of RMA inventory and repair stock.



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- Uses professional concepts and internal policies and procedures to solve a wide range of problems.
- Develop and implement vendor management inventory (VMI) platform to track and provide analytics on material supply throughout the supply chain.
- Performs other related duties as assigned.

Sourcing

- Evaluate new and unique material sources and distribution (NPN).
- Measure, maintain and optimize AML/AVL for engineering part selection reference.
- Provide part sourcing approval for production.
- Identify and provide sourcing risk mitigation plan.
- Manage consigned Suppliers/Distributors in NPI and production
- Work with Purchasing/Inventory and RMA Administrator for timely support of NPI and production
- Identify potential delivery challenges and work with suppliers, engineering team, and manufacturing partners to mitigate.
- Work closely with Engineers and purchasing to provide improved suppliers alternatives.
- Provide alternative systems and processes to maintain an efficient number of suppliers.

Skills and Abilities

- Must be proactive, taking initiative and working in a collaborative team environment
- Must demonstrate excellent problem-solving and decision-making skills
- Ability to work in a fast-paced environment
- Excellent verbal and written communication skills
- Foster a professional attitude and demonstrate integrity and flexibility
- Entrepreneurial, rapid learner, inquisitive, and persistent
- Excellent organizational skills and attention to detail
- Competency in Microsoft applications including Word, Excel, and Outlook
- Analytical Skills
- Experience with implementing a new MRP system is preferred.
- Chinese Language skills is preferred.
- Must be able to travel on a USA passport.
- Must be willing to work alternate time zones to support their customers.

Work Experience

- 8+ years of experience in Manufacturing environment is required.
- 5+ years of experience in telecommunications or similar industry preferred.

Education / Training

- Bachelor's degree in a related field required.



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Travel

- Occasional travel might be required.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical demands:** While performing the duties of this job, the employee is regularly required to stand, walk, sit; use hands to type on keyboard; reach with hands and arms; talk and hear. Must have the ability to sit in front of a computer up to 8 hours per day, lift and carry boxes up to 15 pounds.
- **Work environment:** The noise level in the work environment is usually minimal and usually that of an office environment and/or R&D lab.