



Commercial Vehicle Group, Inc. (CVGI) is a diversified industrial company that provides seating systems, electro-mechanical assemblies, wire harnesses, plastic parts, engineered structures, panel assemblies, and warehouse automation subsystems for many markets including ecommerce, e-tailing, trucking, last-mile delivery, electric vehicles, military equipment, warehouse equipment, buses, construction equipment, agricultural vehicles, specialty transportation vehicles, mining, industrial equipment and off-road recreational markets.

We are currently seeking an experienced **Materials Planner** at our Chillicothe, OH facility.

#### **Responsibilities:**

- Maintain inventory based on targets defined; maintain inventory tracking for both warehouses
- Manage planning parameters in MRP/ BAAN
- Manage parts usage, inventory and forecast to determine current needs.
- Maintain expected delivery report and open orders.
- Manage purchase schedules and purchase orders for Suppliers.
- Track Supplier performance and issue feedback to suppliers
- Monitor emails for production changes.
- Implement and manage Kan Ban/Pull System in assigned manufacturing area.
- Conduct monthly cycle counts on inventory items
- Participate in Annual Physical Inventory preparation and assist in managing Physical Inventory
- Perform disposition on quarterly E & O Inventory
- Work closely with the Operations and Shipping Coordinator to support plant's daily objectives.
- Work closely with SQA in assisting with supplier development.
- Identify root cause for all parts shortages and document corrective actions to prevent future occurrence. Come to meetings with resolutions to issues. Share information with peers.
- Adherence to established safety policies, procedures and practices.
- Supports the organization's efforts toward continuous improvement.
- Documentation of policies and procedures related to the change management process.
- Must be flexible and able to take direction to duties outside of what is described above.
- Other duties may be assigned by Materials Manager.

#### **Requirements**

- HS Diploma or equivalent and 1-2 yrs related experience and/or training; or equivalent combination of education and experience.
- Fluent in Microsoft Office 2016/365, including advanced Excel. Work, Outlook; Baan and other ERP experience, preferred.
- Able to identify and resolve problems in a timely manner.
- Keep emotions under control while under stressful situations; speak clearly and persuasively in positive or negative situations.
- Must be organized and a self-starter; have people skills to deal with various department customers.
- Deal with frequent change delays, or unexpected events.
- Be consistently at work and on time.



Our eligible associates enjoy competitive wages and benefit package including comprehensive medical, dental, vision, 401(k) plan, company paid life insurance, paid holiday, and vacation time off.

Resumes may be submitted as directed below. Include the job title in all submissions.

Email:

[HR@cvgrp.com](mailto:HR@cvgrp.com)

Fax:

614-289-0377

Mail:

CVG, Inc.,  
Attn: Human Resources  
7800 Walton Parkway  
New Albany, OH 43054

CVG is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, genetic information, national origin, age, military or veteran status, disability, marital status, pregnancy, or any other status protected by law.