

Supply Chain Co-Ordinator

Company: Mitsubishi Electric Ireland

Department: PSI Forecasting and Planning

Location: Ireland

Position Title: PSI Coordinator

Role Overview:

The Supply Chain/ PSI (Production, Sales, and Inventory) Coordinator is responsible for coordinating the end-to-end PSI process within the Forecasting and Planning department in conjunction with the PSI Manager. This role involves collaborating with various internal departments, ensuring effective communication, and utilising data-driven insights to maintain optimum inventory levels and accurate forecasts.

This is an excellent opportunity for someone starting to build their career in supply chain and planning.

Key Responsibilities:

- Work with the PSI Forecasting Manager to implement short-term and long-term forecast strategies.
- Creation of Purchase Orders on the system
- Management of SKU's
- Ensure effective inventory management, balancing stock levels to meet customer demand while minimising overstocking or stockouts.
- Monitor and report on inventory turnover and aging, recommending actions for optimisation.
- Support in the preparation of inventory reports and provide insights on stock levels to management.
- Assist in resolving any supply chain issues that affect PSI performance.
- Utilise forecasting software, ERP systems, and Excel to maintain accurate data on PSI performance, including forecast accuracy, stock levels, and lead times.
- Identify and implement process improvements to enhance forecasting accuracy and streamline the PSI process.
- Stay up to date with best practices in inventory management, demand forecasting, and production planning.
- Actively participate in continuous improvement initiatives to enhance department performance.

Required Qualifications & Skills:

- **Educational Requirements:**
 - Bachelor's degree in Supply Chain Management, Business Administration, or related fields.

- **Experience:**
 - Minimum of 1-2 years of experience in an a similar role
 - Experience in Supply Chain I or Sales & Operations Planning (S&OP) processes an advantage but not necessary
 - Previous exposure to ERP systems and forecasting software.
- **Skills:**
 - Strong analytical skills and ability to work with large sets of data.
 - Proficient in Microsoft Excel; experience with ERP systems such as SAP or Oracle is a plus.
 - Excellent communication and interpersonal skills, capable of working cross-functionally.
 - Detail-oriented with a focus on accuracy and process optimisation.
 - Problem-solving abilities and a proactive approach to identifying and addressing issues.

Desirable Attributes:

- Strong organisational and time management skills to manage multiple tasks efficiently.
- Ability to work under pressure and meet tight deadlines.
- Ability to adapt to changing priorities and remain flexible in a dynamic environment.
- A collaborative mindset and the ability to work effectively within a team.

What the role offers:

- Full-time, office-based position.
- Occasional travel may be required for supplier visits, training, or meetings.
- Excellent salary and bonus opportunities. Fully paid Health Insurance, Pension, on site gym and canteen as well as company wellbeing and social club.

If your experience matches and you are interested in the role please send your CV to noreen@thegreendoorgroup.ie