

Role Description & Person Profile

Job title:	Supply Chain Planner
Reports to:	Procurement Manager Dotted report to Operations Factory Manager
Location:	Binh Duong, Vietnam
Direct & Indirect Reports:	N/A
Role Overview	<ul style="list-style-type: none"> The Supply Chain Planner plays a critical supporting role in ensuring the smooth and efficient flow of materials required for production. This role works closely with the Procurement Manager, Operations, Quality and Warehousing teams to reinforce procurement execution, supply planning and supplier management activities. The position is responsible for day-to-day procurement operations, order execution, inventory monitoring, logistics coordination, and data analysis. It ensures compliance with company procedures, maintains accurate documentation, and provides timely insights that enable informed decision-making. This role is ideal for an organized, detail-oriented, and proactive individual aiming to grow into a future procurement or supply chain professional.
Key Responsibilities:	<p>1. Procurement Operations</p> <ul style="list-style-type: none"> Prepare and issue purchase orders according to approved requisitions and procurement plans. Track and follow up PO status and ensure on-time confirmation, shipment, and delivery from suppliers. Maintain accurate procurement records and update the ESA/ERP and Procurement systems and other required record files regularly. Coordinate with the Procurement Manager in sourcing activities, supplier communication, and tender processes. <p>2. Supply Planning for Direct and Indirect materials</p> <ul style="list-style-type: none"> Develop a material procurement plan based on production scheduling, material safety stock, warehouse capacity, procurement, inspection, and release cycles, and track the arrival of materials to ensure that they meet the requirements of the production workshop.

	<ul style="list-style-type: none"> • Develop safety stock for materials based on annual production schedule and adjust material plans according to changes in production schedule. • Monitor daily/weekly material requirements based on production plan and sales forecasts to ensure materials are ready before production orders are released. • Identify root causes of planning disruptions and implement corrective/preventive actions • Coordinate raw materials, packaging and Indirect material planning to ensure uninterrupted operations. • Alert/ Escalate the Procurement Manager and Operations team of potential shortages or supply risks. <p>3. Inventory & Stock Monitoring</p> <ul style="list-style-type: none"> • Track stock levels, aging, and expiration dates for raw materials and packaging. • Prepare inventory analysis reports. • Support stock reconciliation activities with Warehousing and Finance. <p>4. Logistics & Import - Export</p> <ul style="list-style-type: none"> • Plan and execute daily outbound shipping schedules based on customer orders, delivery deadlines, and inventory availability. • Coordinate with warehouse and dispatch teams to ensure timely picking, packing and smooth order fulfilment. • Monitor shipments in transit and ensure on-time delivery while addressing delays or exceptions proactively. • Communicate proactively and effectively with customer contacts and internal teams for problem resolving and risk escalating. • Execute all import and export operations to ensure accurate documentation, smooth and compliant customs clearance • Ensure compliance with government regulations, safety standards, and customer requirements for both inbound and outbound logistics. • Liaise with third-party logistics providers, transporters, customs broker and courier services to manage their delivery performance to ensure optimal service level and resolve issues. • Maintain shipping records and track key metrics such as on-time delivery, cost, damages, returns and issues.
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	<ul style="list-style-type: none"> Identify and implement process improvements in logistics planning and import-export operations. <p>5. Supplier Management & Qualification</p> <ul style="list-style-type: none"> Collect supplier documents for qualification, audits, and compliance needs. Maintain supplier performance logs (OTIF, quality issues, responsiveness) Liaise with Quality/Technical teams on sample submissions, COAs, and specifications. <p>6. Cost Control & Reporting</p> <ul style="list-style-type: none"> Optimize transportation modes, carriers, and routes to improve service and reduce costs. Support price comparison, spend analysis, and market data collection. Update monthly dashboards and KPIs. Assist in developing reports as required. <p>7. Risk Management & Compliance</p> <ul style="list-style-type: none"> Maintain compliance documentation to ensure audit-ready records. Execute contract and document filing to ensure audit readiness. Adhere to health and safety, ethics, and compliance policies across all procurement activities. <p>8. In addition to the duties listed above, the position holder must carry out tasks assigned by his/her Line Manager that are essentially related to their duties.</p>
Budget Responsibility:	Responsible for optimizing costs throughout demand management, inventory control, procurement, and logistics processes.

Person Profile/Knowledge Experience, any formal qualifications and necessary keys areas of knowledge or experience.	
Essential	Desirable
Minimum 2-year experience in supply chain and logistics roles	Experience in purchasing or planning for animal feed / FMCG / manufacturing environment.
Has experience with Import and Export regulations in Vietnam and can adeptly navigate customs clearance processes.	Good knowledge of supply chain techniques such as MRP, safety stock management, procurement cycle...

Good communication skills	Degree or vocationally qualified with the Chartered Institute of Purchasing and Supply.
Proficiency in MS Excel; experience with ERP systems	Excellent communication and influencing skills across functional teams and external contacts
Detailed and result oriented	Proficiency in data analysis tools (advanced Excel, Power BI, dashboard creation...)
Organized, proactive, and capable of handling multiple tasks in a fast-paced environment.	Good analytical skills
Strong teamwork and collaboration	
Key Behaviours	<ul style="list-style-type: none"> • Proactive, reliable, and willing to take ownership of daily tasks. • High integrity and commitment to ethical procurement. • Strong organizational and time-management skills. • Strong sense of teamwork and collaboration. • Flexible and adaptable in a changing environment.
Other Factors	<ul style="list-style-type: none"> • Be able to work from Binh Duong factory • Some international travel, particularly to visit suppliers, supply chain teams and other stakeholders. • Participate in global calls, which may need to happen outside of normal working hours.

