

# Material Management WorkFace Planner

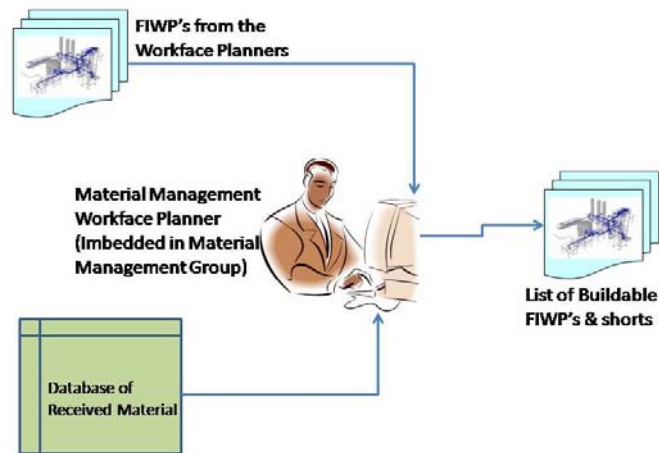
Sample Job Description:

Job Title: Material Management WorkFace Planner  
Reports to: Material Manager- Functional  
WorkFace Planning Lead – Matrix  
Prepared by: HR folks  
Prepared Date: Today  
Approved By: D Boss  
Approved By date: Yesterday

## Summary

The Material Management WorkFace Planner (WFP) is responsible to support the execution of work by coordinating the allocation and delivery of materials to satisfy the needs of the FIWP's. Working with the material management database the Material Management WFP will align the received materials with the proposed FIWP's in order of priority (set by execution date). This will show the WorkFace Planners which FIWP's are buildable and produce a list of material shorts for each FIWP four weeks prior to execution.

The Material Management WFP will then produce a material take off for each FIWP and give this information to the material management staff so that they may prepackage materials into FIWP's. The WorkFace Planners will produce material requests 1 week prior to the Required at Site dates and the Material Management WFP will pass on the request to the material management group.



## Essential Duties and

Responsibilities include the following:

- Provide an accurate assessment of which FIWP's can be built based on the material received.
- Enable the material delivery system by identifying FIWP's prior to their request for delivery.
- Work with the WFPs to develop a process for coordinated material delivery.
- Coordinate alignment between the Material Management group and the WorkFace Planners.