



Job Profile

Demand Planner

Job Details

Job Title	Demand Planner
Historic Job Title	Logistics Clerk
Date Reviewed	2025-06-30
Location	Graaff-Reinet

Position in Organisation

Structural Unit	Supply Chain (Warehousing & Logistics)
Position Being Evaluated	Demand Planner
Direct Line Manager	Demand & Supply Planning Manager
2nd Line Manager	Supply Chain Executive
Direct Subordinates	None

Position Description

Overall Purpose of the Job

To plan Production and Load Capacity to ensure that sufficient stock is available for distribution.

Qualifications *(Formal Qualification Required)*

Minimum

- Grade 12 (NQF Level 4)

Ideal

- Diploma in Logistics or Supply Chain (NQF Level 6)

Legal *(e.g. Driver's License, etc.)*

Minimum

- None

Ideal

- None



Experience *(Minimum Experience Required and number of years)*

Minimum	Minimum time spent in job
Demand Planning experience	2 - 3 years

KPA / Main Outputs and Responsibilities for this Position

The statements below are intended to describe the general nature and level of work being performed by the incumbent.
They are not intended to be an exhaustive list of all the responsibilities and activities required of the position.

KPA / Main Outputs and Responsibilities for this Position	Prepared Description	Weighting / Time Spent
Planning	- Update the <i>Warehouse Stock Report</i> on the system and review the Depots' <i>Stock Levels</i> - Calculate the weekly <i>Stock Requirements</i> taking into account Depot <i>Replenishment Requirements</i>, <i>Sales Promotions</i>, <i>Marketing Campaigns</i>, <i>Direct Orders</i>, and <i>Export Orders</i> - Calculate <i>Production Requirements</i> and communicate these to the Operational Engineer - Communicate the <i>Production Schedule</i> to Depots and selected customers - Compare <i>Planned Production</i> to <i>Actual Production</i> and identify variances. Calculate the impact on deliveries of orders and communicate the impact to stakeholders - Investigate reasons for <i>Production Shortages</i> and update the Demand & Supply Planning Manager and Depots of <i>Stock Shortages</i> - Assist the Demand & Supply Planning Manager with <i>Medium-</i> and <i>Long-term Planning Strategies</i> to ensure Depots don't run out of stock - Communicate the impact of <i>Raw Material Shortages</i> on <i>Finished Goods Stock Levels</i> to relevant stakeholders	55%
Load Scheduling	- Schedule loads in accordance with <i>Stock Requirements</i> per location, <i>Production Schedule</i>, and available stock - Plan <i>Outbound Vehicles</i> at optimal capacity without exceeding the <i>Load Capacity</i> - Communicate <i>Load Schedules</i> to all relevant stakeholders - Reschedule loads in accordance with stock availability (if required) and update the Depots accordingly - Allocate <i>Transfer</i> or <i>Sales Orders</i> to loads	20%
Stock Administration	- Investigate <i>Stock Discrepancies</i> and, if required, review and approve <i>Stock Journals</i> - Identify <i>Slow-moving Stock</i> and <i>Ageing Stock</i> to identify stock that is returned by the Depot - Investigate <i>Stock-related Systems Errors</i> such e.g. <i>Transfer Order</i> problems - Assist the operations team with <i>ERP-related Queries</i>. Escalate unresolved <i>Systems Queries</i> to IT and follow up on the resolution of escalated issues	20%
Hygiene, Housekeeping and Occupational Health and Safety	- Adherence to <i>Occupational Health and Safety (OHS)</i> as well as <i>Food Safety Standards (FSSC 22000)</i> - Identify <i>Health and Safety Hazards</i> and implement corrective and preventative measures - Adhere to <i>Personal Hygiene Standards</i> - Keep the working area clean and tidy at all times.	5%



Competencies (*Skills and Behaviour Attributes*)

Please note: The norm in the industry is to not have more than 7 Skills and Behavioural Attributes per job profile.

Skills

- Planning and scheduling
- Communication
- Interpersonal
- Proficient in *MS Office* (intermediate *Excel*)
- Time management

Behavioural Attributes

- Accurate
- Team player
- Proactive

Knowledge

- Knowledge of *Production Processes*
- Understanding of *Production Planning*
- Knowledge of *Load Capacity*
- Understanding of *Stock Management*
- Understanding of the *ERP System*

Special Requirements

- Incumbent may be required to work after hours to attend to emergencies
- The employee can be required to perform additional tasks over and above the primary tasks for which he/she is employed.
- Duties will be based on your specific skills and capability level and in accordance with operational requirements.
- Operational requirements may require you to carry out work that is to be done without delay and outside of your normal working hours.



Participants

Input Participants	
Participant Name	Participant Designation
Lelani Grobler & Patricia Nofemela	Logistics Clerk
Kaleigh Kukkuk	Demand and Logistics Planner
Johann Kotze	Supply Chain Executive

Completed By	
Name	Title
Christine van Rensburg	21 st Century Executive Consultant