**Job Description: Data Analyst - Manufacturing (ERP/MRP Systems)**

**Position:** Data Analyst  
**Department:**   
**Reports To:** Head of Planning & Systems  
**Location:** Responsive Engineering, Armstrong Works, Newcastle  
**Employment Type:** Full-time

**Position Summary:**

We are seeking a skilled and detail-oriented Data Analyst to join our manufacturing team. The ideal candidate will have experience working with ERP (Enterprise Resource Planning) and MRP (Material Requirements Planning) systems and possess a strong analytical mindset. The Data Analyst will be responsible for collecting, analysing, and interpreting data from various sources, including ERP/MRP systems, to provide actionable insights that support manufacturing operations and improve efficiency.

**Key Responsibilities:**

* **Data Management & Analysis:**
  + Extract, clean, and analyse data from the company’s ERP/MRP systems to support key business decisions in manufacturing operations.
  + Develop and maintain reports and dashboards to track production performance, inventory levels, lead times, and other critical manufacturing metrics.
  + Analyse production data to identify trends, inefficiencies, and opportunities for improvement.
* **Forecasting & Reporting:**
  + Work closely with the production and supply chain teams to forecast demand, monitor material availability, and optimize production schedules.
  + Generate regular reports on key performance indicators (KPIs) such as on-time delivery, production yield, and resource utilization.
  + Provide insights into production trends and identify potential risks in meeting customer demand or inventory shortages.
* **ERP/MRP System Optimization:**
  + Collaborate with the IT department to ensure the ERP/MRP system is optimized to track production and inventory data effectively.
  + Support system updates, data integration, and user training to improve the accuracy and efficiency of data within the ERP/MRP platform.
  + Perform root cause analysis of data discrepancies and work to resolve issues within the system.
* **Continuous Improvement:**
  + Recommend and implement process improvements based on data analysis to enhance operational efficiency and reduce costs.
  + Collaborate with cross-functional teams (production, procurement, quality assurance) to analyse data and streamline processes.
  + Use data to assist in identifying areas where automation or system enhancements could improve overall manufacturing operations.
* **Stakeholder Collaboration:**
  + Partner with production managers, inventory controllers, and supply chain teams to provide insights and recommendations.
  + Prepare data-driven presentations for senior management to support decision-making in areas such as capacity planning, procurement, and production optimization.
  + Communicate complex data insights in a clear and concise manner to non-technical stakeholders.

**Qualifications:**

* **Education:**
  + Bachelor’s degree in Data Science, Computer Science, Engineering, Supply Chain Management, or a related field.
  + Certifications in data analytics, ERP/MRP systems, or manufacturing operations is a plus.
* **Experience:**
  + 2+ years of experience as a Data Analyst in a manufacturing or production environment.
  + Experience working with ERP/MRP systems (e.g., SAP, Oracle, Microsoft Dynamics, etc.).
  + Familiarity with data extraction, cleaning, and transformation techniques.
  + Proven ability to work with large datasets and extract actionable insights from complex data.
* **Skills:**
  + Strong proficiency in SQL and other data analysis tools (e.g., Excel, Python, R, Power BI, Tableau).
  + Understanding of manufacturing processes and supply chain management.
  + Experience in building and automating reports and dashboards.
  + Strong problem-solving skills with a focus on continuous improvement.
  + Excellent communication skills and the ability to collaborate with cross-functional teams.
* **Technical Competencies:**
  + Knowledge of ERP/MRP system configuration, reporting, and troubleshooting.
  + Familiarity with production scheduling, inventory control, and demand planning.
  + Ability to work with software tools for data integration and reporting (e.g., ETL tools, BI tools).

**Key Attributes:**

* **Analytical Thinking:** Ability to analyse large amounts of data and identify patterns, trends, and actionable insights.
* **Attention to Detail:** Strong attention to detail with an ability to spot discrepancies and ensure data integrity.
* **Problem Solver:** Ability to address challenges proactively and recommend data-driven solutions.
* **Team Player:** Able to collaborate effectively with other departments to achieve company goals.
* **Adaptability:** Comfortable working in a dynamic environment and adapting to changes in manufacturing and operational needs.

**Why Join Us?**

* Competitive salary and benefits package.
* Opportunity to work in a dynamic, fast-paced manufacturing environment.
* Professional development and training opportunities.
* Be part of a team that drives innovation and continuous improvement.

This job description outlines the general responsibilities and qualifications for the Data Analyst position. It is not intended to be a comprehensive listing of all duties, as the role may evolve based on business needs.