

Lear, a global automotive technology leader in Seating and E-Systems, enables superior in-vehicle experiences for consumers around the world. Lear's diverse team of talented employees in 38 countries is driven by a commitment to innovation, operational excellence, and sustainability. Lear is Making every drive better™ by providing the technology for safer, smarter, and more comfortable journeys. Lear, headquartered in Southfield, Michigan, serves every major automaker in the world. Further information about Lear is available at [lear.com](http://lear.com) or on Twitter @LearCorporation.

We've successfully launched our logistics hub in Skopje dedicated to managing central planning and transportation activities for Lear's seating plants across Europe & Africa. As we continue to grow and expand our operations, we're looking for next motivated candidates to join us on the position of Material Planner.

We pride ourselves on fostering a collaborative & diverse environment where employees are empowered to grow and contribute to impactful projects. Your task will be to work within the key role to ensure that Material/Logistics requirements support customer requirements, manufacturing productivity targets and develop 'best in class' practice.

### **Material Planner – Logistic Center in Skopje Office**

#### **Role and responsibilities:**

Coordinate Inbound/outbound traffic including working with carriers and 3PL providers

Analyze and manage customer schedules ensuring accurate and timely schedules are issued to suppliers ensuring zero premium costs

Support manufacturing and customer requirement

Support supplier component lead times

Maintain Inventory Targets of value and accuracy

Manage supplier and inventory static data on the ERP to accurately reflect operations requirements

Ensure the timely and cost-effective introduction of ECN's, New Parts to the operations

Provide information and support to the general management team as necessary regarding any operational issues

Follow departmental procedures and work methods to ensure 100% delivery of production materials to line. Continuously look to develop existing procedures and methods leading to ultimate internal and external customer satisfaction

Manage systems and measures which encourage supplier accountability for specific tasks, goals and the general introduction of changes within the supply chain to support site objectives

Utilize problem solving methods and communication skills to provide support to other internal departments and customer personnel in resolving open issues within all areas of the business in order to continuously improve quality and productivity

Ensure production materials are delivered to the manufacturing line on a Just in Time basis and promote key measurable targets are met on a daily basis

Effectively communicate with internal/external customers and suppliers regarding any relevant issues concerning the supply of components within the supply chain

#### **Skills and Qualifications:**

University degree in Engineering, Business, IT or related field (Major in logistics preferred).

Fluent English. Any other language would be positively valued.

Ability to be part of teams capable to reach the Plant targets.

2 years' experience in Materials Planning Environment (Logistics, Supply Chain Management)

ERP/MRP Experience

MS Office (Excel)

Strong analytical skills

Excellent verbal and written communication and interpersonal skills, able to convey technical concepts and provide explanation to those not technical

Pro-active and entrepreneurial, whilst able to operate effectively in a team

Confident and self-assured, able to adapt to a demanding and varied environment

Good negotiating skills

Time management - effectively prioritize multiple goals

Strong team player

Self-motivated and results driven

Flexible dependent on the changing demands of the business

Procedure and compliance driven

Please submit your CV to <https://jobs.lear.com/job/Skopje-Material-Planner/1273563401/> no later than 7 February 2026



**Making every drive better.**

