

Annex 5 - Vacancy work planner (core tasks)

Core tasks (max. 5) with description

(In 3rd person singular)

(Structural and Comprehensive Only)

Core task 1 Takes delivered materials in stock and delivers them for reuse 50%

Based on the work protocol, the Work Planner coordinates the receipt and delivery of materials to the raw materials depot using the available protocols, forms and systems. This includes planning, organising and coordinating all activities that are necessary prior to and during the receipt and delivery of materials for reuse.

Core task 2: Directing, upgrading materials

25%

Ensures that materials are upgraded if necessary. This means that he/she ensures that these are cleaned, repaired and restacked for reuse, for example. The work planner makes agreements about this with the parties that upgrade materials.

Core task 3 Assesses the quality of the materials to be reused

15%

Performs visual inspections of the raw materials to check that they match the information in the inventory management system and meet the set quality standards and processes this in the inventory management system and the digital marketplace. If necessary, he updates the information

Core task 4 Advises on further development of inventory management system and digital marketplace 10%

Based on practical experience, advises the stock manager on the further development of these systems.