

Precision and professionalism in the coordination of 3 operating areas

The department we analyze this year is responsible for the management, purchase and logistics both for Metal Work and its production subsidiaries. The task of this division is to turn market demand into regular product deliveries. It is the direct interface with the machining and assembly departments to ensure that delivery deadlines are met. In addition, as product manufacturing and assem-

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chases of the P Service group. These three employees manage all Metal Work purchases and are reference and consulting resources for the production subsidiaries (Alfa Meccanica, Fluid Force, Airmatic, Dover Tecnopolimeri, Meridian, Assemblaggi Industriali, Montaggi Industriali).

Logistics Area

The logistic flow in Metal Work is controlled and managed by four employees working in the office inside the assembly building.

This choice was made to provide a more efficient response to the requests for products that are sent daily from the assembly departments. Two activities are carried out in this area, although the staff is highly interchangeable to ensure a continuous flow of information to the sales service, and consequently to the market. Let's see the tasks of the staff in this area:

a) they follow logistics to the departments, they coordinate goods traffic to and from the internal and external assembly department, they manage the release and control of all assembly orders. They monitor the handling or production of goods in the manufacturing departments and in subcontracting companies. In addition, they collect and forward to the purchase department the requests for anticipated deliveries,

system called MRP (*material requirement planning*) is used. Each day, the proposals issued by the program are checked, releasing purchase and production orders; everything is analyzed and, in case of inconsistent data, possible modifications are verified and approved by the division manager.

Purchase Area

The Management, Purchase and Logistics Division also includes three purchase managers, each managing different areas with full independence. One manager is responsible to purchase, define agreement conditions and urge suppliers for all the materials that make up the product bill.

Another manager deals with all purchases for services, transports, tooling, generic consumption materials, assistance and contracts for the enterprise equipment. Finally, the third manager is responsible for the pur-

Management Area

This area defines all the information required to ensure the correct operation of the enterprise resource management system (SAP). In detail:

a) it defines re-stocking and stock levels, type of management (special or from stock), delivery *lead time* (according to market needs and production or supply possibilities), production *lead time* in collaboration with the product and production engineering departments;

b) it monitors available stocks, goods handling, inventory information.

The management of stock information is very important as it represents the foundation for the MRP (*material requirement planning*) system to define schedules and purchase volumes for a component;

c) it keeps a record of material traffic. The main function of the management area is to ensure the availability of materials on stock at the right time. For this purpose, an IT



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bly are related to engineering and design conditions, the division also dialogs with the design and engineering departments when market demands cannot be met.

Any solicitation, both in house and to suppliers or third parties, is handled by this division with the aim of meeting customer needs.

To ensure accurate, timely and complete coordination, the division acts in three well-defined areas, each having different tasks and competences. The following is a detailed description.

