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**Requisition No.:** 2025-LS-04

**Need Date:** Immediate

**Job Family:** Material Planner- Mid Level

**Position Type:** Full Time Position

**Exempt/Non-Exempt Classification:** Exempt

**Security Clearance Requirement:** The candidate must be clearable to DoD Secret Level.

**Location:** Non-*Remote*: 10611 Balls Ford Road, Suite 300 Manassas, VA 20109

**Education:**

Bachelor's Degree or equivalent work experience

**Experience Level:**

Mid-Level with 3-6 years of experience.

**Travel:**

Local –Required annual travel less than 10%

**Overview:**

Sedna is seeking a proactive, full-time Material Planner to work in our office in Manassas, Virginia. You will be responsible for ensuring that the right materials are available at the right time to support production schedules and meet customer demands. Programs are typically large, multi-year efforts divided into several sub-programs/tasks. Candidates must be self-motivated with a strong work ethic and interpersonal skills. Sedna offers competitive salaries and benefits, but most importantly, career advancement opportunities. At Sedna people are our greatest resource, we highly value every employee, and pride ourselves at being extremely productive while delivering high quality products to our customers.

**Job Responsibilities:**

- Review Bill Of Material requirements and coordinate with Program Management, Production Control, Property, and Procurement to establish executable buy plans for all assigned projects.
- Utilize CostPoint MRP module to create, review, and release of buy plan material requirements.
- Review Engineering Change notices to assess impact on inventory, open shop orders, and Requisitions/Purchase Orders. Process applicable requisition or Purchase order change requests. Make recommendations or updates to current buy plans.



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- Work with Production Control and Procurement to identify and mitigate material shortages by identifying open material on order for expediting and / or establishing controlled borrow payback plans that meet schedule.
  - Attend priority planning meetings, shortage coordination and schedule review meetings and be prepared to actively participate as required.
  - Proactively manage production buy plans by providing analysis and recommendations rationalization or change activities to deplete finished goods, raw materials, and related assemblies.

**Basic Qualifications:**

- Possess an active or ability to secure an active DoD Secret clearance
- Proactive work style and positive attitude
- Good verbal and written communication skills
- Ability to work with Government, customers, engineers, and stakeholders effectively
- Ability to adapt to changing work requirements and priorities
- Ability to demonstrate a high level of service delivery
- Ability to work with a team to facilitate/coordinate movement of palletized equipment
- At least intermediate level experience using general office databases, Microsoft Office Suite use of SharePoint, Word, and PowerPoint and related applications
- Strong analytical skills and use of Microsoft Excel in support of data organization and analysis
- Comprehension of Bill Of Material structures, inventory commodities, best commercial practices for material handling policies, and procedures
- Experience using Deltek Costpoint Enterprise Reporting System and its Materials Module highly desirable

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.