

JOB DESCRIPTION

IDENTIFICATION:**07-21-2025**

Job Title: Buyer/Planner
Department: Planning and Procurement
Position: Regular Full-Time
Status: Exempt
Supervisor: Procurement Manager

SUMMARY:

Position requires excellent computer knowledge and experience comparing pricing and determining requirements of parts. Duties include planning, purchasing, maintaining, and monitoring the proper inventory levels for products or commodities under your area of responsibility to support teammates, manufacturing, sales and service departments. Updating deliveries to support production schedules within min/max inventory guidelines and no production shortages. The position will communicate directly with external suppliers as well as internal production, sales and service departments to maintain optimum and accurate inventory. Also critical is providing support to the warehouse department, picking and releasing orders, receiving and put-away of goods. Ability to be flexible is key, as this position will be one that provides assistance, where and when needed, to meet the changing demands of our team.

A successful candidate must be versatile and should understand planning, purchasing and warehousing in a manufacturing environment. Good communication skills written and verbal, capable of using Microsoft Office, Excel and Word.

WORK PERFORMED:***Purchasing/Planning:***

- Utilize MRP reports to identify procurement or internal production needs, peg to demand and actual need date; generate quotes and issue purchase/work orders.
- Send RFQ's and present results to management for approvals.
- Search, qualify, negotiate, and manage suppliers to ensure optimal price, quality, and delivery performance to support cost reduction efforts.
- Optimize supplier performance through development, consolidation, planning and scheduling.
- Visit suppliers to evaluate their ability to meet our quality and manufacturing requirements, and to drive potential cost reductions.
- Make recommendations regarding the use of alternate suppliers, parts, or materials in collaboration with the engineering team to reduce costs.

- Create and update monthly production priority reports (shortage reports) using Excel or Crystal Reports.
- Review and monitor material inflow, blanket POs, and reschedule inventory to meet production schedules while maintain optimal inventory levels.
- Provide forecasting of future material requirements to suppliers for long lead items.
- Establishing and maintaining good supplier relationships and the rating of key suppliers.
- Manage rejected materials, coordinating returns and credits.
- Assists Accounts Payable in resolving issues.
- Communicate with internal departments and external suppliers to resolve issues, avoid shortages, and support continuous improvement efforts.
- Participate in inventory cycle counts and resolve discrepancies.
- Assist in solving and rectifying inventory related discrepancies.
- Notify the manager of potential issues and assist in their resolution, including challenges related to workflow and personnel needs in receiving, kitting, work order fulfillment, and sales order processing.
- Participate in teams to improve procurement processes, aid in business performance and work towards a strategy of continuous improvement.
- Ensure materials are stored safely, securely, and efficiently, making the best use of available space and reorganizing storage areas as agreed upon by the team.
- Ensure accurate, timely inventory movements.
- Support annual inventory audit.

Warehouse Support (As needed):

- Kit/Pick parts for Sales Orders and Work Orders.
- Stock put-away.
- Cut tubing, pre-kitting and accessory box assembly.
- Conduct inventory cycle counts and address discrepancies.
- Issuing and transfer materials in SAP.

Shipping/Receiving Support (As needed):

- Unbox and verify goods.
- Receive Purchase Orders in SAP

General Duties:

- Identify and evaluate new suppliers.
- Support engineering/production with BOM corrections and workflow needs.
- Contribute to CCRs, CARs, and SCARs response.
- Minimize excess inventory and optimize stock levels.
- Other duties or projects assigned.

QUALIFICATIONS:

Experience:

- 3 to 8 years in purchasing, planning, and inventory control.
- Creating and maintaining reports using data from various software sources.
- APICS or ISM certification preferred.
- MRP and ERP system experience (SAP preferred).
- Experience with lean manufacturing principles and/or 5S methodology preferred.

Education:

- High School Diploma Required.
- Bachelor's degree in relevant field preferred (Equivalent experience considered)

Skills:

- Ability to read and understand blueprints
- Highly organized, pro-active and comfortable with multi-tasking
- Proficiency with Microsoft Office (Excel, Word, and Outlook).
- Excellent written and verbal communication.
- Able to work as part of a team in a fast-paced environment
- Detail oriented and a self-starter.
- Strong problem-solving and negotiating abilities.
- Comfortable in fast-paced and evolving work environments.
- Positive attitude with a focus on serving both internal and external customers.

WORKING CONDITIONS:

- Shared office environment.
- Regular cross-departmental interaction.
- Required to work core business hours (10am – 3pm) as a part of regular schedule.
- Additional hours during peak times may be required.

PHYSICAL DEMANDS:

- 70% of the time spent sitting in an office setting.
- 30% of the time spent in warehouse or production areas performing physical tasks such as picking, receiving, inventory handling, or coordinating with operations teams.
- Must be able to lift and manage boxes up to 30 lbs.