



Buyer/Planner

Job Title: Buyer/Planner	Department: Purchasing
Reports to: Controller	Revision Date: December 15, 2020

Position Overview

The Buyer/Planner establishes stocking requirements of parts and finished goods inventory based on sales projections; places purchase requisitions; performs price negotiations with vendors; manages vendor relationships; expedites and facilitates communication and processes between purchasing, production, sales and accounting staff; reviews inventories to ensure optimal turnover rate and in-stock levels; coordinates physical inventories; reviews and maintains bill of materials for manufactured products; provides oversight to commercial and ground freight processes and performance; and participates in company strategic planning and execution as requested.

Specific Responsibilities include:

- **Inventory planning and administration:** Perform future period planning of inventory needs. Collaboration with warehouse team to coordinate production efforts with purchasing. Analyze historical and projected sales levels to ensure proper inventory levels are maintained. Assess backorders, overstock, open box inventory and provide recommendations. 30%
- **Purchasing:** Develop and maintain vendor relationships and supply sources. Manage the cost-effective procurement of materials, products, supplies, equipment and services to maintain adequate inventory supplies for production schedules and sales estimates. Issue and monitor purchase orders and delivery dates. 20%
- **Production:** Provide direct and indirect support to production activities in the manufacturing operations warehouse. Work with warehouse manager to establish production goals. 10%
- **Freight Oversight:** Oversee both commercial and ground freight relationships and performance with a focus on delivering cost improvements, while maintaining quality of service. 20%
- **Recordkeeping and system integrity:** Ensure the integrity and functionality of inventory and manufacturing processes through Sage100 bill of materials, inventory, and purchasing modules. Maintain bill of materials and item detail in ERP. Provide support and technical expertise to all departments for inventory-related ERP system processes. Oversee daily inventory control processes to monitor and verify inventory accuracy through system reports and physical inventories. 20%
- **General:** Manage day-to-day relationships through effective personal communication and delegation to various areas within the organization when appropriate. Identify and implement improvements in inventory planning and purchasing processes and software. Other duties as assigned.

Successful candidates will have the following knowledge, skills and abilities:

To perform the job successfully, an individual should be able to demonstrate the competencies or have attained the skill levels listed below:

- Experience –Three to five years of experience at minimum.
- Planning/Organization - Highly organized and efficient. Have a strong personal sense of urgency and drive to consistently exceed expectations and meet deadlines.
- Communication - Ability to clearly communicate ideas and information through excellent written and verbal communication both internally and externally.
- Multi-tasking - Ability to multi-task and prioritize day to day responsibilities and services in an unpredictable, fast-paced environment. Work well independently. Project management training is a plus.
- Technology - Demonstrate the ability to learn and navigate sophisticated ERP systems and perform advanced functions in Microsoft Office Applications. Sage 100 and planning software experience preferred.
- Problem Solving - Demonstrate the ability to analyze a problem for root causes and develop effective solutions.
- Systems Implementation and Change – Experience developing the required reporting and working with planning software. Able to provide examples of successful experiences in the purchasing and inventory planning function and process/systems improvements.

Compensation:

Competitive package including salary, bonus eligibility, and benefits.