



Buyer/Planner Assistant

Job Title: Buyer/Planner Assistant	Department: Purchasing
Reports to: Director, Supply Chain	Revision Date: October 25, 2022

Company Overview

Think of Beacon as a 70-year-old start up. Beacon is a leading provider of products and services for people that design, build and maintain sports facilities – specifically for baseball and softball. Beacon is known for providing the highest quality products, services, and education. Beacon markets its products through catalogs, online and field sales. In 2018, Beacon transitioned to new ownership and is focused on continuing to grow the business aggressively. In May of 2021 Beacon completed an industry acquisition and is looking at further investments in growing a larger organization into the future.

Position Overview

The Buyer/Planner assistant, under the guidance of management, monitors stocking requirements of parts and finished goods inventory; 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; and participates in commercial and ground freight processes.

Specific Responsibilities include:

- **Purchasing:** Maintain vendor relationships and supply sources. Monitor 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. 60%
- **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%
- **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. 10%

- **Production:** Provide direct and indirect support to production activities in the manufacturing operations warehouse. Work with warehouse manager to establish production goals. 10%
- **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 –One to three 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:

This is an hourly role with competitive hourly rate.