



**JOB TITLE:** Buyer / Planner

**DEPARTMENT:** Operations

**SUMMARY:**

The Buyer Planner has the primary responsibility of supporting Operations for both released products and new product introduction. Other responsibilities include customer acknowledgements, material planning and procurement for both direct and indirect materials, drive daily activities and priorities using metrics as well as incorporating input from multiple departments.

**DUTIES AND RESPONSIBILITIES:**

- Source and participate in qualifying suppliers and components.
- Generate request for Quotes, Requisitions, and Purchase Orders.
- Expedite all open Purchase Orders to cover requirements for assigned products, goods, and services.
- Ensure availability of materials to meet production schedules.
- Follow up with open orders and NPI/Production expediting.
- Responsible for ERP transactions.
- Process MRB/RMA Transactions back to contract manufacturer.
- Prepare Internal Sales Orders for suppliers.
- Open purchase orders, review, and follow up including CM open purchase order report reconciliation.
- Create Travelers – RFID Software.
- Responsible for work order transactions.
- In support of others:
  - Submit and follow up vendor qualification packages.
  - Update customer tracker/send backlog reports.
  - Resolve invoice problems.
  - Assist with cycle count.
  - Create excel reports.
  - Assist with semi-annual full physical inventory count.

**QUALIFICATIONS:**

- BS or BA in Business or Supply Chain preferred.
- 3-5 years related experience in a similar role and/or training; or equivalent combination of education and experience.
- Proficient with MS Office Suite – advanced skills with MS Excel.
- Experience in a manufacturing environment.
- Experience with a supply base of Contract Manufacturers, Original Design Manufacturers, active and passive components, injected molded plastics & printed circuit boards.
- Ability to handle multiple tasks and work in cross-functional teams.
- Results oriented work ethic.
- ERP experience.
- Analytical with a methodical approach to problem solving.