

# Buyer/Planner - West Michigan Manufacturer

## 1. PURPOSE AND SCOPE:

This person will have tactical responsibilities relating to daily requirements of securing production inventory from the supply base to support company requirements meeting standard pricing, on time delivery, and maintaining appropriate inventory levels.

## 2. RESPONSIBILITIES:

1. Monitor production inventory demand requirements in ERP system and offline forecasts.
2. Work with supply base to develop inventory programs to support demand.
3. Maintain data integrity of supplier and part data in ERP system
4. Execute PO's to suppliers at or below standard pricing.
5. Track OTD with supply base.
6. Resolve invoicing issues with suppliers
7. Resolve quality issues and disposition non-conforming inventory.
8. Perform cycle counts of purchased product on manufacturing floor and drive root cause efforts to eliminate discrepancies.
9. Monitor inventory levels to achieve optimal inventory turns for given products
10. Take proactive measures to avoid potential shortages
11. Support and provide leadership in efforts to maintain inventory accuracy
12. Identify opportunities for cost savings
13. Support departmental requirements to follow ISO procedures.
14. Provide back-up coverage for quoting and MRO purchasing

## 3. EDUCATION and TRAINING:

- BA or BS in Business, Management, Technical, or Operations (or equivalent experience)

## 4. TECHNICAL REQUIREMENT:

- Understanding of RoHS and REACH compliance
- Understanding of general IPC guidelines
- Knowledge of MRP, ERP Systems, and Lean Manufacturing techniques

## 5. EXPERIENCE:

- 1-5 years of experience in purchasing in a manufacturing environment

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