

JOB TITLE: Supply Chain Buyer/Planner

SUMMARY

The Supply Chain Planner/Buyer position is a key role within our strategic plan for Supply Chain management. Excellent organizational skills, ability to balance short term priorities and exceptional information analysis skills are a necessity. Key objectives will be achieving/improving/exceeding targeted customer service levels, managing inventory levels and targets, and managing supply and demand within the Global supply chain.

Main Roles and Responsibilities

- Plan and execute procurement of raw materials from global suppliers
- Maintain strong working relationships and communications with manufacturing and key suppliers to confirm production/shipping schedules and monitor open purchase orders for all orders to ensure on-time deliveries
- Proactively report product and material availability issues
- Coordinate inventory planning and replenishment of raw materials and components in conjunction with our program management teams
- Analyze and manage MRP, Source list, Material master/parameters;
- Revise essential system planning data to ensure our Macola system is effectively planning future requirements
- Inventory Management: Support reporting, inventory parameters, reduction and reserve percentage measurements, Product Life Cycle management
- Maintain purchase order status and shipment tracking information in Macola ERP system
- Supplier Management: RFQ, Cost saving initiatives, Negotiations, Supplier relationship/evaluation
- Project Management: new product launch
- Provide support to Customer Service, Sales team, Product Management with business and product strategy
- Participate and contribute to monthly SIRI(significant inventory reduction items) program management & metrics, S&OP (Sales & Operations Planning) process
- Complete special projects and assignments as requested

Minimum Requirements: Education & Experience

- Bachelor degree in Business, Operations, Supply Chain or minimum 5 years relevant and experience.
- Minimum of 3 years Supply Chain (planning & procurement) experience

Knowledge & Skills:

- Macola ERP system experience preferred
- APICS CPIM/CSCP, CPSM certification completed or in progress, preferred
- Knowledge and understanding of Supply Chain concepts and application
- Strong analytical, planning and organizational skills
- Effective negotiation skills
- Strong interpersonal and communications skills (oral & written)
- Self-starter with ability to work independently under pressure and react quickly to changing priorities
- Proficient in Microsoft Excel