

Buyer / Planner

Purpose of Position:

The primary role of this position is to procure materials for the in-plant production fabrication of machinery in a low volume, high technology, high variation product mix produced in a project driven build-to-order production working environment. The person will be responsible for quoting and placing purchase orders to meet production demand and for floor stock items. The individual will interface with the planning, procurement, storage, and distribution functions in the organization.

Key Responsibilities:

- Presents items to vendors for quote.
- Justifies and selects suppliers and vendors.
- Places purchase orders.
- Manages incoming and outgoing movement of materials.
- Monitors material and supply inventories through computer information systems and physical methods.
- Interacts with Quality on matters of vendor delivered quality and vendor rating systems.
- Follows purchasing systems and procedures to ensure honest, fair, legally correct, and ethical relationships with all suppliers.

Background and Skill Requirements:

- BS or BA in Business, Management, Engineering or Operations
- A minimum of two years purchasing experience.
- CPM, CPIM, CSCP certification desirable
- **Experience in utilizing ERP/MRP systems (Deltek Costpoint is preferred.)**
- Demonstrated understanding of product costing and cost management skills.