

INTERNAL POSTING



TITLE: SUPPLY CHAIN PLANNER-BUYER
REPORTS TO: SUPPLY CHAIN MANAGER

Purpose of Position

The Supply Chain Planner-Buyer will coordinate procurement of direct and indirect spend; prepare purchase orders to meet inventory needs in a Lean Manufacturing environment. The Supply Chain Planner-Buyer will review and update demand signals as required to ensure proper supply/demand elements are triggered in the MRP system.

Key Responsibilities

- Plan and manage current and future MRP requirements based on production needs
- Prepare and issue purchase orders to suppliers on a daily basis for timely receipt of goods to meet customer/project requirements
- Review and update demand signals (Kanban) as required to ensure proper triggering in the MRP system
- Work closely with Production Scheduler and provide necessary support to production floor
- Review, evaluate, and monitor department purchase requisitions for proper authorizations, specifications
- Review competitive pricing, negotiate purchase contracts with suppliers ensuring the most cost competitive price, quality, and delivery
- Negotiate optimum pricing solutions and order policies, terms and conditions with suppliers
- Evaluate suppliers based on price and delivery performance
- Works with Engineering in support of new product introduction launches and prototype production builds
- Prepare supplier and purchasing status reports, administration tasks, such as filing, etc
- Source and qualify suppliers (local and international) for materials/components, risk mitigation
- Ability to negotiate contracts for the purchase of production machinery/equipment
- Manage purchases, cancellations and re-schedule delivery dates
- Maintain supplier and sub-supplier relationships and strategic alliances to ensure continuous flow of materials throughout the supply chain
- Uses demand forecasting and negotiating skills to maintain supply of critical inventory items and implements supplier stocking programs where suitable and applicable
- Prepare and analyze reports as needed
- Expedite open purchase orders for past due items and ensuring On-Time Delivery (OTD) for all purchases utilizing the Open Purchase Order report
- Continuous management of Supply Chain Projects Matrix on network drive
- All other duties as assigned

Background and Skill

- A self-starter with the ability to set and handle multiple priorities
- Consistently works on complex assignments requiring independent action and a high degree of initiative to resolve issues
- Microsoft Office Suite and Access
- Experience working with MRP/ERP system (BAAN)
- Excellent communications skills both written and oral
- Possess excellent organizational and analytical skills
- Degree in Business or College Certificate -Diploma in Supply Chain (APICS/SCMA) or related work experience
- 8+ years Planner-Buyer experience in manufacturing environment
- Lean manufacturing – Six Sigma training and experience considered an asset

The above are not intended to be an all-inclusive list of the duties, responsibilities and requirements of the job described. Rather, they are intended to describe the general nature of the job.

If interested in this position, please forward your resume to Jennifer D'Antonio by February 26th, 2019

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