



Buyer/Planner

Supervisor: Director of Cartridge Manufacturing
Department: Purchasing
Date prepared: 5/16/2019

Position Purpose

- The buyer/planner manages an expenditure base for materials and/or services to support the company's purchasing programs. The buyer/planner is responsible for vendor relationships, source selection and procurement functions directly associated with the company's needs for indirect materials and services, fixed assets, and select production materials and services. These products and services are to be secured at cost quality and at delivery competitive levels consistent with company policy and performance standards. The position is further responsible for working closely with all departments to understand business needs, the types of goods and services to be procured, the timelines for procurement, and the budgets for such purchases.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Initiates purchase orders and amendments for parts, services and/or special tools; arranges for submission and inspection of sample products as required; maintains close coordination with manufacturing and engineering to ensure timely execution of product and services sourcing activities.
2. Secures and analyzes quotations, negotiates prices and terms with suppliers, and recommends suppliers with respect to cost, quality and delivery competitiveness for assigned responsibilities.
3. Works with external suppliers to advance enterprise-wide sourcing programs as appropriate.
4. Studies market prices and trends, engineering developments, and manufacturing method improvements applicable to assigned responsibilities.
5. Interviews and confers with current and prospective suppliers to determine supply capabilities, transportation logistics inventory control and management; adeptly negotiates prices and delivery terms.



6. Coordinates the planning of recent schedules and inventory control parameters for the assigned products and services as arranged with requisitioners.
7. Coordinates as appropriate quality matters and engineering changes/developments between company activities and suppliers.
8. Visits suppliers' facilities to qualify them as new sources and assists in the resolution of production, design, quality and/or delivery problems.

Competencies

1. Financial Management.
2. Organizational Skills.
3. Communication Proficiency.
4. Technical Capacity.
5. Ethical Conduct.
6. Collaboration
7. Project Management.
8. Time Management.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones and photocopiers

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary. This position requires the ability to occasionally lift office products and supplies up to 20 pounds.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 8:30 a.m. to 5:30 p.m. Additional hours as required.



Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

Required Education and Experience

1. Bachelor's degree preferred with emphasis in business administration, economics or engineering with at least three years of progressively responsible purchasing and materials control experience in a manufacturing environment, including the negotiation of purchasing terms with vendors, such as volume purchase discounts, payment terms, etc.
2. Prior experience with purchasing ERP/MRP modules is required; experience with ERP system implementation and ability to learn new systems required.
3. Solid knowledge of purchasing processes and internal controls.
4. Strong attention to detail and process.

Preferred Education and Experience

1. Product knowledge and familiarity.
2. Experience with manufacturing and life science companies is desired.
3. Natural curiosity and desire to drive continuous improvement.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.