**POSITION:** Purchasing Buyer/Planner
**LOCATION:** Houghton, Michigan
**CLASSIFICATION:** Non-Exempt
**REPORTS TO:** Operations Manager

## POSITION DESCRIPTION

The Buyer/Planner plans and procures components to support production, prototype builds and Customer Support part needs in accordance with ordering requirements. The role involves planning and forecasting to coordinate with suppliers and maintain timely material flow while working to reduce inventory levels. The Buyer/Planner participates in negotiating competitive component pricing and lead-time arrangements and assists in resolving supplier quality and delivery issues. Strong communication, analytical and multitasking skills enable the Buyer/Planner to identify and resolve issues, meet deadlines and respond effectively to frequently changing priorities and periods of high pressure.

## PRINCIPAL ACCOUNTABILITIES

- Review the materials requirements plan to include Material Requirements Planning (MRP) and blanket orders
- Maintain appropriate planning parameters, including lead times, order quantities, safety stock and reorder points
- Issue purchase orders to suppliers in accordance with material requirements to support timely component availability
- Maintain accurate purchase-order dates, quantities, pricing and delivery commitments within the Enterprises Resource Planning (ERP) System
- Proactively challenge and negotiate supplier price increases to minimize unfavorable purchase price variances
- Expedite critical materials and communicate recovery plans to affected departments
- Manage relationships with key suppliers to maintain quality of goods and timely delivery
- Identify supply-chain risks involving capacity, financial stability, geographic concentration, logistics and sole-source components
- Identify and source new suppliers to meet business needs
- Prepare and manage requests for quotes (RFQ)
- Manage purchases related to Product Change Orders (PCO)
- Monitor inventory levels to identify potential shortages and excess inventory, supporting material availability while minimizing unnecessary inventory
- Participate in cross-functional project teams
- Monitor freight methods and recommend best service to minimize cost
- Participate in company safety objectives
- Follow all ISO 9001:2015 company policies and procedures
- Research and evaluate areas of opportunity to reduce costs within the department
- Work safely in an office and manufacturing environment and follow all company safety policies and procedures

## ATTRIBUTES

- Apply problem-solving skills to resolve issues using existing systems and processes
- Communicate clearly and effectively, both verbally and in writing
- Organize work effectively through strong organizational skills
- Respond to time-sensitive needs with an appropriate sense of urgency.
- Take ownership of material planning and approach challenges with a focus on successful outcomes
- Follow established processes and take initiative to improve them
- Build effective professional relationships with suppliers

This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties assigned by a manager or supervisor. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities, and Somero reserves the right to change the job description at any time. Somero Enterprises® is an Equal Opportunity Employer.

- Maintain composure and a positive, professional approach in high-pressure situations
- Demonstrate a consistent awareness of safety in daily work
- Respond constructively to change and adapt work approaches as needed

**EDUCATION/EXPERIENCE**

- High school diploma or equivalent required; bachelor's degree in business, supply chain management, operations management or a related field preferred
- Proficient computer skills including Microsoft Office including Excel required
- Experience with Enterprise Resource Planning (ERP)/Material Resources Planning (MRP) experience preferred
- 3-5 years manufacturing purchasing experience preferred including material planning, inventory management, supplier sourcing, request-for-quote preparation, quotation analysis, price negotiation and expediting materials to support production schedules

**WORKING CONDITIONS**

- Ability to work extended hours as business needs dictate
- Prolonged periods of sitting and working at a computer
- Frequent use of a computer, keyboard, mouse, telephone and other standard office equipment
- Ability to communicate effectively in person and through electronic means
- Occasionally required to stand, walk, reach, bend or move throughout the office
- Occasionally lift and/or carry materials
- Ability to perform the essential functions of the position with or without reasonable accommodation
- Occasional travel required

**JOB DESCRIPTION ACKNOWLEDGEMENT:** I have received, reviewed and discussed any questions I may have had about this job description prior to signing this form.

**PRINTED NAME**: _____

**SIGNATURE**: _____

**DATE**: _____

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