

BUYER/PLANNER

DIVISION:	Glass	JOB CODE:	2628
LOCATION:	Tulsa	JOB FUNCTION:	Purchasing/Procurement
DEPARTMENT:	Purchasing/Supply Chain	FLSA STATUS:	Exempt
REPORTS TO:	Operations Mgr.	EFFECTIVE DATE:	9/25/26

JOB SUMMARY

Manage end-to-end material flow from raw material procurement through the final delivery of finished goods, utilizing Material Requirement Planning (MRP) to guarantee material availability while managing plant capacity through efficient production planning and scheduling. Analyze and revise production plans to provide accurate delivery dates, ensuring timely shipments that satisfy customer demands. Act as a key cross-functional partner, collaborating closely with production, customer service, sales, and management teams to align operational activities with overarching business goals.

QUALIFICATIONS

Education/Experience

Associates degree in Supply Chain, Business, or related field, plus a minimum of three (3) years of experience in production control, planning, and/or purchasing; or equivalent combination of education and experience.

Material Requirement Planning (MRP) experience required.

Association for Supply Chain Management (ASCM) certifications such as American Production and Inventory Control Society (APICS) or Certified in Production and Inventory Management (CPIM) a plus.

Knowledge/Skills/Abilities

Supply Chain/Planning Skills. Knowledge of supply chain management, materials management and planning fundamentals, including operational management, purchasing, logistics, material requirements planning, inventory management, service scheduling and project management. Strong negotiation skills, including ability to influence and persuade others, develop reasoned arguments, listen and make decisions about how to allocate scarce resources. Demonstrated ability to establish and maintain vendor relationships through exceptional customer service. Working knowledge of cost accounting and manufacturing methods and procedures. Strong math, statistics and analytical thinking skills required.

Production Planning Skills. Strong understanding of constraint-based management and demand-driven scheduling. Ability to quickly assess obstacles and offer solutions to meet company initiatives. Ability to independently perform administrative tasks while remaining thorough, detailed oriented, and observant. Knowledge of basic mathematical concepts and principles. Ability to grasp machining concepts. Ability to read and interpret engineering drawings, Information Change Requests (ICR) and Material Requirement Planning (MRP). Skilled in applying continuous improvement methodologies.

Core People Skills. Ability to positively interact and work collaboratively with a diverse group of people at all levels of the organization. Genuine with high ethical standards and values and personal integrity and honesty. Displays humility and adaptability. Ability to apply a large measure of common sense to a variety of situations. Treats people with respect and inspires the trust of others.

Communication Skills. Ability to speak clearly and persuasively in positive or negative situations, listen and obtain clarification, and respond well to questions. Proficiency in writing clearly and concisely and editing work for spelling and grammar. Ability to vary writing style to meet business needs.

Computer/Applications Skills. Proficient computer skills using a variety of software applications systems. Working knowledge of Microsoft Office products, including Word, advanced Excel (pivot tables), Access, SharePoint, and Teams. Working knowledge of MRP and CAPS (Capacity Planner) or equivalent systems.

Core Business Skills. Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Ability to work independently, without significant direction and to use resources effectively to “figure it out”. Strong critical thinking, math, statistics, and analytical skills. Keen attention to detail and accuracy. Exceptional judgement, prioritization, time management and organizational skills. Ability to write routine reports and correspondence. Ability to anticipate customer expectations and needs, takes necessary actions to provide customer satisfaction, and enlist the assistance of others as necessary.

Professional Investment. Demonstrated commitment to own personal professional development and learning.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Solicit bid proposals, review requisitions, prepare purchase orders, and maintain accurate purchasing records.
2. Thoroughly research and evaluate potential and existing suppliers based on price, quality, capability, and technical product specifications to drive cost improvements.
3. Obtain freight quotes and assist with the preparation of proper shipping documentation, as needed, ensuring all purchasing activities comply with import regulations and Pyrotek OFAC (Office of Foreign Assets Control) requirements.
4. Work closely with suppliers and internal stakeholders to ensure the timely flow of materials.
5. Proactively expedite orders and product shipments when necessary to mitigate production or delivery delays.
6. Process Material Requirements Planning (MRP) reports to accurately plan, schedule, and release work orders.
7. Align shop floor capacity, manufacturing lead times, and labor availability with customer deadlines to structure an optimal, flexible production schedule.
8. Perform frequent evaluations of stocking levels and quarterly reviews of safety stock parameters for raw materials, fabricated items, intermediates/WIP, and finished goods to optimize inventory turnover and minimize aged stock.
9. Regularly analyze production statuses and capacity utilization, and identify bottlenecks that may inhibit full schedule realization. Manage and update open work orders to ensure they remain aligned with their original due dates.
10. Proactively monitor demand changes and immediately communicate variations, material shortages, or potential order delays to Sales, Customer Service, and impacted internal departments.
11. Assist the manufacturing team with inventory transaction investigations and problem-solving to ensure inventory accuracy and precise work order costing.
12. Partner with the commercial team during Sales and Operations Planning calls to align long-term production capability with commercial forecasts.
13. Collaborate with manufacturing and cross-functional teams to champion continuous improvement and lean initiatives, driving better on-time delivery throughout the entire product life cycle.
14. Promote positive Team Member and customer relations by supporting Pyrotek’s commitment to a working environment of tolerance, acceptance and civility. Respond appropriately to inquiries, concerns and complaints by being professional, courteous and respectful at all times.
15. Maintain regular, consistent, reliable, punctual and predictable attendance, as required to achieve internal and external customer satisfaction.
16. Actively and positively participate in problem resolution, demonstrating constructive communication, timely response and effective resolution skills. Work effectively within team environments both within your department and across the organization.

17. Actively support compliance with all relevant ISO management system standards by ensuring outsourced processes' and providers' environmental aspects are controlled or influenced. Determine environmental requirements for the procurement of products and services. Consider environmental impacts associated with transportation, use, end-of-life treatment and final disposal of products and services. Communicate relevant environmental requirements to external providers, including contractors.
18. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
19. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
20. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
21. Perform other tasks as assigned.

PHYSICAL/SENSORY REQUIREMENTS

The following physical activities described here are representative of those required by a Team Member to perform the essential functions of this position. Reasonable accommodation, if feasible, will be made to enable individuals with disabilities to perform the functions of position.

Must be able to sit for long periods-of-time, bend and reach, use stairs, lift up to 25 pounds occasionally and communicate effectively in English by telephone, in person and in writing. Effectively use a personal computer, office equipment and telephone.

WORKING ENVIRONMENT

While performing the essential responsibilities of this position, Team Member generally will work in an office environment. Occasional work in a manufacturing environment with frequent exposure to loud noise, moving mechanical parts, and fumes or airborne particles, and periodic exposure to outdoor environment through open doors. PPE (Personal Protective Equipment) such as approved footwear, respirators, safety glasses/goggles, may be required.

Team Member's Signature

Date