



BUYER/PLANNER

DEPARTMENT:	Purchasing/Supply Chain	REPORTS TO:	
DIVISION:		FLSA STATUS:	Exempt
JOB CODE:	2607	EFFECTIVE DATE:	11/13/2024

JOB SUMMARY

Responsible for all aspects of material flow from raw material procurement to the delivery of finished goods. Perform and utilize Material Requirement Planning (MRP) to guarantee material availability, and collaborate with production planning, customer service, sales, and management team(s) to achieve business goals by ensuring timely shipment of products to meet customer demands.

QUALIFICATIONS

Education/Experience

Associates degree in Supply Chain, Business, or related field, plus a minimum of two (2) years of experience in production control, planning, and/or purchasing; or equivalent combination of education and experience.

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.

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 Teams, Word, Excel, Outlook, and Material Requirement Planning (MRP) planning and processing.

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. Accurately prepare purchase orders, solicit bid proposals, review requisitions for goods and services, drive cost improvements, and maintain records of goods and services purchased.
2. Correctly review and source to product specifications, maintaining a working technical knowledge of the goods or services to be purchased.
3. Ensure accurate and timely completion of all orders to be shipped by planning, coordinating, and verifying availability of materials (inventoried and consumables), and releasing work orders to production using MRP.
4. Perform quarterly reviews of safety stock parameters. Maintain appropriate levels to support critical products at the finished goods level, intermediates, and raw materials for fabricated and purchased items.
5. Thoroughly research and analyze potential and existing suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities to make sourcing decisions.
6. Provide timely communication to Customer Service and Sales team(s) in the event of a customer order shipping delay.
7. Arrange shipment of products and prepare proper shipping documentation, and expedite shipments, as needed, to ensure on-time delivery. Obtain freight quotes for product shipments, as needed.
8. Proactively monitor changes in demand and communicate variations to ensure readiness of orders, and to ensure inventory is rightsized; properly account for raw material deviations and process changes.
9. Continuously ensure all purchases do not violate import regulations and Pyrotek OFAC requirements.
10. Assist the Production Team with inventory transaction issues and investigations and provide resolution to ensure accurate inventory levels and work order costs.
11. Support production planning by creating engineering masters, and creating, updating, and printing work orders.
12. Actively participate in continuous improvement events, as needed.
13. 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.
14. Maintain regular, consistent, reliable, punctual and predictable attendance, as required to achieve internal and external customer satisfaction.
15. 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.
16. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
17. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
18. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
19. 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

Manager's Signature

Date