



Buyer/Planner Position Description

REPORTING RELATIONSHIP:

Reports to: Supply Chain Manager
Supervises: N/A
Location: Tucson, AZ

POSITION SUMMARY:

Monitoring and managing inventories and production levels to plan for materials needed to meet internal production demand. Perform sourcing activities for the operations of all commodities including RFQ, samples and support for qualification. Maintain supplier KPIs and internal inventory levels.

ESSENTIAL FUNCTIONS:

- Coordinate with Strategic Sourcing Team and select the suitable supplier for commodities.
- Responsible for sourcing, quoting, and procurement of materials from a diverse range of industries for new builds and repairs.
- Reviews forecasted requirements and purchases materials in accordance with that forecast.
- Ensures materials are available to meet manufacturing build requirements.
- Enforce purchasing methods in coordination with customer forecast and planning strategy to meet required inventory levels.
- Investigate and resolve issues with suppliers.
- Negotiate quarterly and or yearly cost reduction for all active items, leading overall cost improvement.
- Monitor supplier's delivery, quality performance and price variance. Identify and drive process improvement initiatives.
- Support quality for PPAP approval and address supplier NCRs.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Supply Chain Management, Science, or equivalent combination of education and experience.
- Three to five years' working experience in planning and purchasing or related position.

SKILLS:

- Experience with Electrical raw material certifications like wires, power chords, etc.
- Experience using ERP systems like Syteline.
- Able to analyze BOM structure and to suggest alternate or equivalent parts.
- Good negotiation and problem resolution skills.
- Advanced MS Excel skills.
- Prefer ability to understand electrical drawings which include sub parts and special instructions.