



Job Description

Job Title: Buyer/Planner
Department: Materials Management
Reports To: Materials Manager
FLSA: Exempt

Summary:

Essential Duties and Responsibilities include the following:

General:

- Performs weekly MRP review and responds to action messages and urgencies. Engages in expedited actions through direct contact with suppliers and updates purchase orders and material releases to ensure availability of components and raw materials for production
- Updates material shortage list and conducts weekly meetings to discuss potential shortages, supplier issues or problems with the supply of raw material.
- Expedites delivery of material to meet production plans.
- Analyzes exception reporting from the supply chain management system and works with suppliers to prevent supplier problems from affecting production plans.
- Prepares and issues purchase orders and change notices and reviews purchase order claims and contracts for conformance to company policy.
- Maintains relevant data in the MRP system item master to include lead-time, order policy, safety stock, minimums, multiples, order quantity, safety offset, and other modifiers.
- Maintains procurement records as required.
- Communicates with approved and prospective suppliers regarding Delta's material needs via email, telephone, fax, one-on-one meetings and SupplyWeb.
- Evaluates material requirements to meet production plan.
- Confers with vendors to obtain product or service information such as price, availability, and delivery schedule.
- Acknowledges all orders and follows through with verification of delivery dates.

- ❑ Runs Shortage report, updates delivery and notifies Materials Manager of any material delays, shortages, or late shipments.
- ❑ Updates Material Shortage Site and conducts weekly meetings to discuss future potential shortages, supplier issues or problems.
- ❑ Develops and implements clerical and office procedures and practices and studies workflow, sequence of operations, and office arrangement to determine expediency of installing new or improved office machines.
- ❑ Other duties as assigned.

Education and/or Experience:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position will require at least two years experience in an electronic component procurement role with knowledge of MRP and of Contract Manufacturing Procurement within a manufacturing environment.

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

While performing the duties of this job, the employee is regularly required to sit and talk and/or hear. The employee is frequently required to stand and walk. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.