



Job Title: Buyer/Inventory Planner	JD-124
	Revision: 01/09/2019
	Dept: Supply Chain

Minimum Educational Requirements:

1. Bachelor’s Degree in Business Administration or equivalent

Desired Qualifications:

1. 2-5 years’ experience in Purchasing and or Inventory Management
2. Experience in the use of ERP systems to management inventory
3. Experience in requesting supplier quotes and negotiating competitive agreements with supply base.
4. Proficient at using MS Office
5. Demonstrated ability to clearly communicate in both written and verbal forms
6. Ability to work independently and achieve performance metrics based on objective standards

Typical Job Duties:

1. Enter daily P.O. requirements, send to supplier through EDI or other electronic means
2. Confirm supplier order acknowledgements, scan for supplier confirmed delivery dates, note supply gaps and develop action plan to meet customer delivery dates
3. Identify and expedite supplier ship dates to meet customer requirements
4. Maintenance of inventory Min/Max levels to ensure inventory levels are appropriate with current demand
5. Negotiate Buy Plans with suppliers
6. Meet or exceed mutually agreed upon objective performance standards.

Supervisory Responsibilities:

Pay Type/Class:

Amount:

Reports to:

Traveled Required:

No

Salaried/Exempt

DOE

VP Of Supply Chain and IT

Yes- Limited