

Position: Buyer/Planner I
Department: Purchasing
Job Status: Full-Time
Reporting to: VP of Operations
Location: US Headquarters - Export, PA

This role is perfect for a team player looking for a high paced environment with quick thinking and creative out of the box solutions to in an ever-changing supply chain market.

Essential Duties and Responsibilities:

- Develop a working knowledge of the buying and planning functions.
- Review factory pro forma and shipping documents.
- Verify accuracy of invoices including pricing, quantity, and shipping information.
- Review and execute overage/shortage activities.
- Create and issue purchase orders to satisfy sales orders, production orders, stocking and service requirements.
- Review and follow up on open orders.
- Perform Ad Hoc sourcing activities.
- Evaluate stocking levels based on historical transactions and sales forecasts.
- Interact with other departments, as well as outside vendors
- Provide general support of purchasing and planning activities.
- Other duties as assigned

Skills:

- Ability to use Microsoft Windows based applications, Great Plains.
- Must have good attention to detail and work to high quality standards.
- Excellent problem solving and decision-making skills.
- Must be well organized.
- Must have good communication skills.
- Good mathematical skills and the ability to interpret data.
- Ability to function in a rapidly changing environment while balancing multiple priorities simultaneously.

Qualifications:

- Bachelor's degree or equivalent in experience
- Working knowledge of computer programs for word processing, email, and spreadsheets.
- Knowledge of purchasing techniques including reciprocal purchasing, bulk purchasing and product demand discounts that improve strategic costing capabilities.