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**Buyer/Planner**

***Sioux Falls***

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| **POSITION PURPOSE:** |
| Buys raw material for manufacturing by getting the best price and delivery while meeting quality standards. Ensures raw material is ready when manufacturing needs it. |
| **ESSENTIAL DUTIES & RESPONSIBILITIES:** |
| * Initiates and schedules purchase orders for parts, services, and/or special tools from both international and domestic suppliers for multiple manufacturing sites; close coordination with engineering and shop to assure timely execution of product and services sourcing activities.
* Analyze forecast data and transmit forecasts to suppliers of assigned supplier group.
* Works closely with the Management to expand sourcing programs as appropriate.
* Verifies receivables, consignment reporting and cost information to pay invoices.
* Confers with current and prospective suppliers to determine supply capabilities, kanban potential, transportation logistics, inventory control and management, and delivery terms.
* Enters, monitors, and expedites purchase orders consistent with requirements.
* Manage delivery, quality and inventory levels.
* Act as liaison between suppliers and departments for orders status, procurement procedures, and problem resolution.
* Coordinates as appropriate, quality matters and engineering changes/developments between the company and suppliers.
* Validate, reconcile and process receiving reports, vendor invoices and other payment documents.
* Maintain material purchasing files, reports, price lists, and other records in accordance with established policies and procedures and audit guidelines.
* Performs other related duties as required.
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| **KNOWLEDGE / SKILLS / ABILITIES:** |
| * Excellent oral/written communication skills. Ability to meet time requirements.
* Effective personal computer skills and knowledge of purchasing/accounting processes.
* Excellent negotiation skills and attention to details.
* Strong interpersonal and excellent communication skills, including written, verbal & presentation skills.
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| **QUALIFICATIONS / PRIOR EXPERIENCE:** |
| * Minimum of 2 years of purchasing related experience, or equivalent, required
* Associates degree, APICS and/or ASM certification
* International purchasing experience is desired.
* Must be able to perform routine math associated with creating Excel spreadsheets.
* Infrequent travel is required.
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The above statement reflects the general details considered necessary to describe the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

**Interested applicants, please submit resumes to esutton@amesburytruth.com**