

DNP IAM America Pittsburgh

Buyer/Production Planner

8:30am – 5:00pm

The Buyer/Production Planner is responsible for purchasing and negotiating materials, equipment, and supplies from vendors. Evaluates vendor quotes and services to determine the most desirable suppliers. This person will train to be the back-up for the Senior Buyer.

Production planning involves reviewing production requirements against sales and inventory targets and scheduling resources to meet demand. The ideal candidate is a good communicator and a self-starter.

The Buyer/Production Planner will be responsible for:

- Purchase raw materials, supplies, tools, equipment and machinery for other departments as necessary.
- Maintain purchase orders and related purchasing records.
- Verifies purchase requisitions by comparing items requested to master list; clarifying unclear items; recommending alternatives.
- Prepares purchase orders by verifying specifications and price; obtaining recommendations from suppliers for substitute items; obtaining approval from requisitioning department.
- Obtains purchased items by forwarding orders to suppliers; monitoring and expediting orders.
- Verifies receipt of items by comparing items received to items ordered; resolves shipments in error with suppliers.
- Authorizes payment for purchases by forwarding receiving documentation.
- Keeps information accessible by sorting and filing documents.
- Provides purchasing planning and control information by collecting, analyzing, and summarizing data and trends.
- Plans and manages production schedules to meet customer delivery requirements and best utilize the company's productive capacity.
- Analyzes sales order releases with respect to capacity planning and material requirements.
- Manages inventory levels, schedules and availability of selected item, either manufactured or purchased, to meet production schedules.
- Run various reports and dashboards to populate Excel scheduling spreadsheet
- Determine stocked Bin levels vs target and job or sales demand against them. Generate and modify the Hot List and Bin/Kit reports
- Prepares production jobs for replenishment and sales order demand – including kits and customer consignment

The job requirements/qualifications for the Buyer/Production Planner position includes:

- Education: High school graduate. Business degree preferred (Associate or Bachelor degree)
- Good Customer service and communication skills
- Skilled with Microsoft Office (Outlook, Word, Excel)
- Good math/financial knowledge
- Highly organized and detail oriented
- ERP data entry and retrieval experience, Epicor preferred

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