

## **SEQUAL JOB DESCRIPTION**

(Revised-January 26<sup>th</sup>, 2010)

**TITLE:** **BUYER/PLANNER**  
**DEPARTMENT:** MANUFACTURING  
**REPORTS TO:** MATERIALS/PURCHASING MANAGER

### **POSITION SUMMARY**

Responsible for planning and placing orders, expediting back orders, and all associated duties as described below. Accountable for analyzing and solving department and company related non-routine and or free form problems that require an overall understanding of the business model.

### **DUTIES AND RESPONSIBILITIES**

- Develop and maintain top-level schedule and procurement plan from offshore contract manufacturer.
- Reviews requisitions, purchase orders, and blanket purchase orders for accuracy and conformance with established policies and procedures.
- Confers with Materials/Purchasing Manager in determining commodity needs and delivery schedules.
- Communicate and solve unforeseen issues with off shore vendors and partnerships.
- Create Spread Sheets to be used as tool for planning and maintaining special requirements that are not part of the MRP system.
- Analyze and solve complex materials planning and sourcing problems that require an overall knowledge of the SeQual business, and a complete knowledge of appropriate Microsoft Applications, especially MS Excel.
- Obtains oral and/or written quotations from vendors.
- Perform inventory adjustment from non-conforming material report in MRP system.
- Understands single and multi level Bill of Materials (BOM) and Change Order process (CO).
- Perform MRB disposition material review and process MRB scrap documentation.
- Negotiate, Place and Expedites purchase orders.
- Maintains accurate vendor/department files.
- Distribute weekly material requirements planning report.
- Evaluate shortages, and update shortage list for weekly shortage meeting.
- Schedules and coordinates work with other staff as related to expeditious handling of purchasing requirements.
- Establishes and maintains effective communications with all internal and external customers.
- Generate shortage report and maintain critical shortage list to discuss with management.
- Know, understand and follow all SOP's related to the position.
- Other duties and tasks as assigned.

### **Core Competencies:**

- Procurement in electronic, electro/mechanical, manufacturing environment.
- Purchasing and contract negotiation skills.
- Accounting policies/procedures/systems.
- Proficient Computer skills in Microsoft Office, Outlook and ROI or other MRP system.
- Expert knowledge in Microsoft Excel Pivot look-up table and Macros.
- Shipping/receiving policies/procedures/systems.
- Oral and written communications in English.
- Self-disciplined, motivated, astute problem solving skills.
- Detail oriented.
- Finite efficiencies in prioritizing multiple tasks.

### **TRAINING AND EXPERIENCE**

- Bachelor's degree, or equivalent.

- 5+ years experience in a manufacturing environment of Materials.

**PHYSICAL REQUIREMENTS**

- Ability to lift 25lbs, move parts using a pallet jack.
- Must be able to read, write and verbally communicate effectively in English.
- Good hand / eye coordination.
- Full range of motion in upper body.