

Dow-Key Microwave Corporation
Job Description for
Buyer / Planner

Summary:

Interprets engineering plans and production specifications to produce schedules, material requirements lists, and production plans for the manufacture of products making independent decisions that affect on time delivery and inventory management.

Typical Responsibilities:

- Works with Production Supervisors to establish and maintain production plans and schedules
- Works with information generated by the Material Requirement Planning System to release required kits to meet production requirements in order to assure on time delivery to customers
- Determines proper quantities of material required to meet production plans
- Participates in daily production meetings with the master schedule team providing input from a materials planning perspective
- Interprets Material Requirements Planning System action messages and takes appropriate action to ensure that cost effective parts are delivered to support production schedule demand
- Analyzes engineering change orders to determine impact on inventory, Bills of Material, and work instructions and takes appropriate actions to implement change orders by correcting data input to an MRP system and, if necessary, ordering product on hand to be scrapped or reworked
- Maintains material traceability to meet customer requirements
- Solicits bids and quotations, reviews and negotiates purchase contracts for major commitments
- Develops alternate sources of supply where vendors and suppliers are inadequate in price, delivery or quality
- Exercises judgment and working knowledge of materials and sources of supply to make purchases at prices consistent with desired quality and quantity
- Prepares cost savings reports
- Expedites shipments and follows up on open orders

Supervision: Does not supervise anyone

Knowledge Skills and Abilities:

- Four year degree and/or three years multi-product line experience in manufacturing production planning and purchasing activities
- Knowledge of MRP/ERP software applications, data entry and report writing
- Ability to read and interpret engineering plans and production specifications
- Ability to effectively communicate with engineering/sales/production floor staff

Physical Requirements:

- Able to read documents and computer screens
- Able to move around an office building and up stairs
- Able to sit/stand for long periods of time
- Able to type on a computer keyboard
- Able to communicate through a telephone
- Able to communicate with co-workers