

Procurement Planner: Procurement Planner I

Sources, purchases, plans and schedules the movement of raw materials, packaging materials, parts, components, services, supplies, finished goods and related material through production and inventory process. Identifies raw material, component, and related requirements from engineering and production specifications and schedules. In front-end procurement mode, analyzes data and determines factors that affect prices and determines lowest cost consistent with quality, reliability and ability to meet required schedules. Reviews proposals, negotiates prices, selects or recommends suppliers, analyzes trends, follows up orders placed, approves payment and maintains necessary records of material movement throughout manufacturing and inventory cycle(s). Coordinates and follows up with production, warehouse and engineering personnel to ensure appropriate procurement, scheduling and movement of materials and services.

Knowledge

Frequent use and/or application of basic principles, theories and concepts. Limited knowledge of industry practices and standards.

Problem Solving

Solves routine problems of limited scope and complexity following established policies and procedures.

Discretion/Latitude

Work is closely supervised. Follows specific detailed instructions.

Impact

Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.

Liaison

Contacts are primarily with immediate supervisor, other personnel in the section or group and representatives of suppliers of assigned commodities.

Work Products (Examples may include but are not limited to)

Performs basic material planning, purchasing and expediting tasks associated with predominantly standard commercial products. Issues RFQs, analyzes supplier quotes, issues Purchase Orders and expedites deliveries of materials and services. Maintains accurate and complete PO files and electronic data in MRP/Purchasing system.

Minimum Education and Experience

1+ years of directly related experience with a Bachelor's Degree in Finance, Business or a related field. Intermediate MS Word, PowerPoint and Excel skills.