

Procurement Planner: Procurement Planner II

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 general knowledge of industry practices, techniques and standards. General application of concepts and principles.

Problem Solving

Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.

Discretion/Latitude

Works under only very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy.

Impact

Contributes to the completion of organizational projects and goals. Errors in judgment or failure to achieve results would normally require a moderate expenditure of resources to rectify.

Liaison

Frequent internal company and external contacts. Represents the organization on specific projects.

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

Performs material planning, sourcing and purchasing tasks associated with a variety of commodities and projects. Represents company on project teams and sourcing events. Creates and maintains a variety of purchasing and supplier activity records using Internet, Intranet and shared Drive resources. Exposed to and works with many different internal departments and Business Area functions. Responsible for auditable Purchase Order documentation for all purchase order transactions.

Minimum Education and Experience

2+ years of directly related experience with a Bachelor's Degree in Finance, Business or a related field. Intermediate MS Word, PowerPoint and Excel skills. Experience with computer based purchasing system a plus.