

# Procurement Planner: Procurement Planner III

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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**

Complete understanding and application of principles, concepts, practices and standards. Full knowledge of industry practices.

## **Problem Solving**

Develops solutions to a variety of complex problems. May refer to established precedents and policies.

## **Discretion/Latitude**

Work is performed under general direction. Participates in determining objectives of assignment. Plans, schedules and arranges own activities in accomplishing objectives. Work is reviewed upon completion for adequacy in meeting objectives.

## **Impact**

Exerts some influence on the overall objectives and long-range goals of the organization. Erroneous decisions or failure to achieve objectives would normally have a serious effect upon the administration of the organization.

## **Liaison**

Represents organization as a prime contact on contracts or projects. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations.

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

Manages material planning and purchasing activities associated with complex commodities. Employs commodity, professional and manufacturing knowledge to improve suppliers' processes and performance. Creates detailed purchase order documentation packages that provide auditable records on USG contractual requirements. Conducts high dollar value negotiations with critical suppliers to achieve company and department cost objectives and material availability.

## **Minimum Education and Experience**

4+ years of experience in a technical manufacturing environment with MRP and electronic purchasing systems is required, with a Bachelor's Degree in Finance, Business or a related field. Advanced MS Word, PowerPoint and Excel Skills.