

# Procurement Planner: Sr. Procurement Planner

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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**

Contributes to the development of new concepts, techniques and standards. Considered an expert in the field within the organization.

## **Problem Solving**

Develops solutions to complex problems which require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives.

## **Discretion/Latitude**

Work is performed without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment.

## **Impact**

Effects of decisions are long-lasting and heavily influence the future course of the organization. Errors in judgment or failure to achieve results would result in the expenditure of large amounts of company resources.

## **Liaison**

Serves as consultant to management and special external spokesperson for the organization on major matters pertaining to its policies, plans and objectives.

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

Manages all supply chain tasks for assigned commodities that are typically complex and of significant value. Employs individual knowledge and experience along with interdepartmental resources to evaluate alternate strategies, suppliers and parts within the assigned commodities. Works closely with engineering on product development teams to drive competition in the source selection process. Assists management on special tasks and provides assistance to others within the department. Create detailed purchase order documentation packages that provide auditable records on USG contractual requirements.

## **Minimum Education and Experience**

10+ 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.