

Procurement Planner

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.

Level 1		Level 2		Level 3		Level 4	
Procurement Planner I		Procurement Planner II		Procurement Planner III		Sr. Procurement Planner	
Knowledge	Frequent use and/or application of basic principles, theories and concepts. Limited knowledge of industry practices and standards.	Frequent use and general knowledge of industry practices, techniques and standards. General application of concepts and principles.		Complete understanding and application of principles, concepts, practices and standards. Full knowledge of industry practices.		Contributes to the development of new concepts, techniques and standards. Considered an expert in the field within the organization.	
Problem Solving	Solves routine problems of limited scope and complexity following established policies and procedures.	Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.		Develops solutions to a variety of complex problems. May refer to established precedents and policies.		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 closely supervised. Follows specific detailed instructions.	Works under only very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy.		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.		Work is performed without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment.	
Impact	Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.	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.		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.		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	Contacts are primarily with immediate supervisor, other personnel in the section or group and representatives of suppliers of assigned commodities.	Frequent internal company and external contacts. Represents the organization on specific projects.		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.		Serves as consultant to management and special external spokesperson for the organization on major matters pertaining to its policies, plans and objectives.	

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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.	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.	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.	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	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.	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.	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.	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.