



POSITION DESCRIPTION

TITLE: Buyer/Planner

DATE: December 2016

DEPARTMENT: Supply Chain

FLSA: Exempt

REPORTING TO: Department Head

GENERAL SUMMARY: Responsible raw material planning, product sourcing, negotiations, and making purchasing decisions in best interest of company.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

- Determines purchase requirements; generates and schedules purchase orders for sourced goods.
- Plan and execute procurement of finished goods and raw materials from global contract manufacturers and suppliers.
- Updates NAV (Navision) purchase orders as required with supplier commitment and proactively reports product and material availability issues to customer service and project managers.
- Maintain & monitor Item Card; revise essential planning data to ensure NAV system is effectively planning future requirements.
- Prepares required reports; provides detailed analysis of purchased goods.
- Identifies, documents, and implements opportunities for continuous improvement.
- Organize and monitor shipments from vendors.
- Negotiate – pricing, lead times, payment terms.
- Performs other duties as assigned by manager.

ORGANIZATION RELATIONSHIPS: Works closely with Sales, Engineering and Production

REQUIRED QUALIFICATIONS:

1) Knowledge, skills & abilities:

- Knowledge of purchasing practices and procedures.
- Knowledge of materials, products, and the commodity market in area of specialization.
- Skill in preparing and analyzing complex technical specifications and bids.
- Skill in both verbal and written communication.
- Skill in establishing and maintaining effective working relationships
- Working knowledge of Microsoft Dynamics, Word and Excel
- Ability to deal effectively with diversity of individuals and all organizational levels



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2) Minimum educational level:

- Bachelor's Degree in related field

3) Minimum experience:

- 2 years of buying experience from which comparable knowledge, skills and abilities have been achieved.
- Solar industry experience a strong plus

4) Physical Requirements:

While performing the duties of this job, the employee is frequently required to do the following:

- Sit for prolonged periods performing accounting duties.
- Use of a computer key board for several hours a day.
- Visual acuity for performing work on a monitor.
- Commensurate with ability to work in an office environment.

WORK ENVIRONMENT:

- Typical office environment.
- Possible travel

This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.

We maintain a drug-free workplace and perform pre-employment drug screening.