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## **HANA Microdisplay Technologies, Inc.**

### **Position Description**

**Position Title:**            **Buyer/Planner**

#### **Purpose of the Job:**

To procure material according to production & other departmental needs

#### **Knowledge/Skills Required:**

- Bachelor's degree or equivalent experience/education directly related to purchasing
- Minimum 3 years of experience in a buyer/planner role
- Thorough working knowledge of MRP and setting system variables - Fourth Shift experience a plus
- Proficient in Microsoft Office suite
- Excellent organizational, communication, follow-up and problem solving skills

#### **Contribution & Responsibilities:**

- Place and manage purchase orders with vendors
- Proactively report and address material availability issues
- Identify potential vendors and develop/maintain Request for Quotes for new materials
- Review/negotiate terms for purchase orders and supply agreements
- Monitor and modify inventory levels, lead times and plan re-order points to ensure on time delivery
- Manage supplier issues including expedites, return material authorizations, and supplier credits
- Develop and manage suppliers to improve quality, cost, and lead times
- Support sister companies by managing purchase requests, placing PO's, negotiating terms, and sourcing for American vendors
- Maintain accurate off-site inventory in local MRP system, consolidate international freight and arrange wire transfers for subcontracted parts with sister companies
- Perform other duties as assigned