



## JOB DESCRIPTION

Position Title: Buyer Planner

Reports to: Supply Chain Manager

Department: Supply Chain

FLSA Status: Exempt

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### **PURPOSE OF JOB:**

Responsible for source selection and procurement functions directly associated with Intersect's needs for indirect materials and services, fixed assets and tooling, and production components and/or materials and services. The position is further responsible for the timely planning, scheduling of receipt and inventory control of the products and services.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- Plans, manages and monitors the movement of material through the production cycle.
- Controls, measures, and regulates efficient inventory levels of purchased materials in support of operations, and drives inventory reduction through better use of the QAD ERP system and delivery methods/kanbans.
- Balances current and future demand requirements with manufacturing and supplier capabilities / capacities
- Obtains and analyzes quotations; negotiates prices and terms with suppliers; and recommends suppliers with respect to cost, quality, and delivery competitiveness.
- Drives resolution to materials issues to ensure replenishing to the appropriate inventory levels while achieving inventory accuracy
- Analyzes data, including requirements planning information and prepares reports as needed to facilitate and recommend actions to ensure optimal supply chain execution.
- Maintains planning parameters in order execution systems to ensure proper order generation.
- Identifies material cost and schedule impact of proposed engineering changes in addition to taking necessary actions to ensure successful implementation and incorporation of approved engineering releases.
- Supports cost reduction projects and improvement initiatives to achieve overall business objectives.
- Develops and maintains a working relationship with all internal and external stakeholders of product supply.
- Executes ordering of all materials and components.
- Coordinates as appropriate, quality matters and engineering changes/developments between company activities and suppliers.
- Works closely with Production to develop production schedule
- Works closely with Quality to ensure supplier quality is sufficient with company expectations
- Works closely with Finance to ensure proper receipt and payments to suppliers in a timely fashion.
- Works closely with Finance to track excess and obsolescence
- Complies with plant safety procedures to ensure a safe environment.

### **EDUCATION /EXPERIENCE REQUIREMENTS:**

- Bachelor's Degree Business, Supply Chain or related area. MS degree a plus.
- 5+ years planning & procurement experience.
- 5+ years' experience in a FDA regulated environment and medical device experience.
- Expertise with MS Office applications.
- Lean implementation, principals and applications.
- Barcoding implementation and/or functionality
- QAD ERP/MRP experience a plus

**OTHER QUALIFICATIONS:** Excellent communications and time management skills required. Must work independently and be able to manage tight timelines and changing priorities.

*This job description is not all inclusive. Incumbents may be required to complete other miscellaneous responsibilities as required.*