

<b>Title:</b> Buyer / Planner	<b>Effective Date:</b> 12/14/2010
<b>Reports:</b> Materials Manager	<b>FLSA:</b> Exempt

### **Purpose**

Procures or purchases materials, parts and products at the best rate to meet manufacturing needs. Responsible for maintaining positive vendor relationships, process delivery and target inventory levels. Evaluates price, quality, services support, availability, reliability, trend and other selection criteria in making purchase decisions.

### **Essential Duties and Responsibilities**

- Direct and indirect material sourcing for program activities / needs.
- Send new RFQ's on current business and quote globally to ensure best pricing in market place to secure new pricing.
- Coordinate direct buy components.
- Issue all purchase orders for capital equipment, supplier tooling (for production), and production part purchase orders, based on Nomination Letters from Advanced Purchasing.
- Collect information and quotes from suppliers and assemble into a bid summary, as required.
- Facilitating new RFQs and new internal tracking follow up actions for current design changes i.e. engineering work orders and engineering change orders.
- Development of supplier tool payment schedules.
- Track & document program milestones including production tooling kick off to supplier that meet PPAP requirements
- Coordinate and execute all prototype orders and prototype supplier component deliveries for 100% on time customer order delivery, as required.
- Communicate costs for purchase components to the Program Team, Finance and Sales Departments.
- Manages the supplier performance system at the company with assistance from the Engineering, Quality, Production and Accounting Departments.
- Manages inventory, forecasts demand, anticipates production changes; assures commodity, parts or product availability to assure continuous production.
- Support other functions which need purchasing assistance and/or advise – such as logistics, engineering, quality, marketing, etc.
- Establishes and maintains controls to receive replacement items and/or credit on all returns to suppliers.
- Coordinate with Advanced Purchasing for a seamless transition from Nomination Letter to Purchase order to production suppliers
- Work with customers to establish long term forecasts and a method to keep them current
- Analyze customer releases to establish a product build plan
- Coordinate with manufacturing to obtain agreement on the schedule
- Populate SAP with the master schedule
- Issue releases to all suppliers through SAP
- Oversee SupplyWeb to monitor supplier shipments and expedite as necessary
- Participate in annual physical inventory
- Production planning of inbound raw materials, packaging materials, and outbound finished product
- Warehousing, inventory control, master scheduling / forecasting, transportation/tr
- Other duties as assigned.

### **Qualifications**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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**Education/Experience**

- Bachelor’s degree in business or relevant field or equivalent experience
- 2+ years in a automotive program purchasing role and / or production planning
- Excellent communication skills both oral and written also excellent presentation and negotiation skills are essential for this role
- Must be computer literate and have experience in Excel, PowerPoint, Word, Outlook, Project, Visio, SAP, etc.
- Experience in customer service, capacity assessment, product availability, order planning, supply chain
- Highly developed time management and follow up skills and the ability to multi-task.
- Self-starter, excellent people skills, and problem solving skills, strong task ownership and superior work ethic
- Must be able to relate & communicate well with people at all levels.

**Physical Demands**

Travel to other MPT divisions, suppliers, and customer required. Must have visual acuity.

	Never	Occasionally (0-30%)	Frequently (31-60%)	Continuously (61-100%)
<b>LIFTING OR CARRYING:</b>				
1-10 LBS				X
11-20 LBS			X	
21-40 LBS		X		
41-60 LBS	X			
61 OR MORE LBS	X			
<b>PUSHING OR PULLING:</b>				
1-40 LBS		X		
41-60 LBS	X			
61 OR MORE LBS	X			
BENDING OR STOOPING		X		
REACHING ABOVE SHOULDER LEVEL		X		
DRIVING AUTOMATIC EQUIP. VEHICLES	X			
WORKING WITH MACHINERY	X			
CLIMBING	X			
WALKING			X	
STANDING		X		
SITTING	X			
WORKING IN EXTREME TEMPERATURES	X			

*Signature*

*Date*

<b>HR Approval:</b>	
<b>Management:</b>	

*The statements included in this description are intended to reflect the general nature and level of work assigned to this classification and should not be interpreted as all inclusive.*