

**Job ID:** RK090412A  
**Job Title:** Buyer / Planner  
**Degree Requirements:** Bachelor's Degree  
**Years of Experience:** 2 years in a Manufacturing Environment  
**Type of Position:** Direct Hire  
**Location:** Near Annapolis, MD  
**Salary Range:** \$60K - \$75K  
**Bonus Eligible:** Yes  
**Travel Required:** Less than 20%

Our client has an **IMMEDIATE NEED** in their Maryland operation for a Buyer / Planner who has 2 or more years work experience in a manufacturing environment.

The **MUST HAVE REQUIREMENTS** for this position are:

- \* Bachelor's degree
- \* Experience & expertise with an MRP / ERP system
- \* Work experience in a Buying / Planning position in a manufacturing environment
- \* Knowledge and understanding of LEAN / Six Sigma principles
- \* Verifiable Cost Reduction analysis & successes
- \* Expertise using Microsoft Office including PowerPoint
- \* Demonstrated experience in dealing with cross functional groups

**PLUSSES** in this position are:

- \* Previous experience with Assembly, Machining, Metal fabrication & powder paint process
- \* Advanced Degree
- \* LEAN / Six Sigma Certification

Reporting to the North American Sourcing Manager your **RESPONSIBILITIES** include but are not limited to:

- \* Initiate, plan, coordinate, support, report, & track buying activities with all involved parties
- \* Plan, manage and buy materials
- \* Process purchase requisitions, order, & expedite for all materials
- \* Work closely with assigned suppliers
- \* Utilize supplier scorecard & communicating results
- \* Perform supplier audits & evaluations
- \* Track / report all purchasing measurements
- \* Track / report cost reduction activities
- \* Strive for continuous improvement throughout the Supply Chain
- \* Be an agent for & drive change
- \* Coordinate with all departments, including Executive Team by presenting results and performance
- \* Be a Strategic Thinker
- \* Perform Make / Buy analysis using available systematic information & information from other departments
- \* Aggressively negotiate best prices
- \* Search & implement cost savings efforts to achieve 5% reduction of material spend each year
- \* Know & understand manufacturing processes & LEAN / Six Sigma
- \* Support other buyers & fill if needed
- \* Manage quote requests & respond to originator in 48 hours
- \* Perform non-MRP purchases for all departments within 72 hours

If you meet these requirements and wish to be considered for this position, send your résumé to us in a Word document at [Resumes@PinnaclePlacementGroup.com](mailto:Resumes@PinnaclePlacementGroup.com) mentioning the **Job ID** and the **Job Title** in the subject line of your email.

**In your email or cover letter, please provide us a short narrative detailing your experience and expertise as it applies to this position. Also, please provide us with your MINIMUM salary requirements.**

**KEY WORDS:** MRP, ERP, LEAN, Six Sigma, Buyer, Inventory Planner, Supply Chain, Assembly, Machining, Metal Fabrication, Powder Coat, Powder Paint Process, Manufacturing, Make / Buy Decisions, Vendor Management,