

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 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,