

**Location:** Central New York

**Number of Positions:** 2 total, 1 Junior and 1 Senior

**Contact Information:** Nate Desimone  
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315-457-2500

**Salary:** DOE

**Title:** Material Buyer/Planner

**Key Responsibilities:**

The Material Buyer/Planner is responsible for developing and maintaining the Material Requirement Plan (MRP) using an SAP business system. The selected applicant will review and analyze MRP and other reports to determine valid production requirements and then will release Purchase Orders accordingly. Ensure that all purchasing policies and guidelines are followed during material acquisition process.

**Description of Work:**

- Planning, scheduling and ordering of manufacturing materials to support production requirements and master production schedule
- Coordinate timing of incoming components to meet production requirements
- Monitors and maintain inventory accuracy
- Provides planning data and supports the implementation of engineering changes
- Take necessary actions, in a timely manner, to eliminate delays to insure adherence to production schedules
- Process requisitions into purchase orders and issue orders to approved suppliers
- Maintain SAP system to ensure: proper lead times, lot size, safety stocks are maintained and BOMs are back-flushing accurately
- Actively participate in continuous improvement initiatives
- Have the ability to work effectively in a team environment and independently
- Perform other duties as assigned
- Promote and seek excellence in all aspects of business

**Education/Training:**

Bachelor's degree in supply chain or business management or equivalent experience  
Formal training in materials management, APICS certification, preferred  
Strong MS Office Suite experience, including advanced skills in Excel for the purpose of documentation and analysis.

Professional experience in a manufacturing planning and inventory control environment  
Strong analytical problem solving skills, detail oriented, accurate and organized

Self motivated

Working knowledge of MPS and MRP

Highly adaptive and flexible to accepting new ideas, people and procedures.