



A Clarience Technologies Company

JOB DESCRIPTION

Material Planner

SUMMARY

Purchases merchandise or commodities for manufacturing and supplies for the office by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Regular, reliable, consistent, and punctual attendance.
- Physical presence working on-site for direct in-person interaction and coordination of day-to-day activities.
- Obtains bids and places orders for supplies, material and equipment.
- Negotiates delivery schedules, pricing, and performance requirements with suppliers.
- Studies records and recommends remedial actions for reported non-useable, slow moving, and excess stock.
- Searches inventory records or warehouse to determine if material on hand is in sufficient quantity.
- Traces history of items to determine reasons for discrepancies between inventory and stock control records and recommends remedial actions to resolve discrepancies.
- Operates as an integral member of the Operations Team to solve daily issues and keep production flowing smoothly.
- Composes purchase order(s) and forwards copy to supplier and department originating request.
- Verifies invoices from suppliers and approves for payment.
- Expedites orders when necessary demonstrating “urgency” when situations develop.
- Demonstrates knowledge and understanding of MRP system.
- Coordinates physical inventory procedures externally and internally.
- Maintains a safe and clean working environment by complying with procedures, rules, and regulations.
- Ensures a cross functional team approach is used for problem solving and / or projects as well as product revision or release.

SUPERVISORY RESPONSIBILITIES - None

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.

EDUCATION and/or EXPERIENCE

- Bachelor's degree preferred, and/or 3 years of experience in purchasing functions
- Strong computer skills, including Word and Excel
- Excellent verbal and written communication skills
- Ability to manage/prioritize multiple tasks
- Excellent customer service skills (with internal and external customer / vendor / supplier)
- QAD or similar ERP experience and Microsoft Access preferred
- APICS / CPIM certification preferred but not required

LANGUAGE SKILLS - English

MATHEMATICAL SKILLS - Intermediate Math



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PHYSICAL DEMANDS - While performing the duties of this job, the employee is regularly required to sit, use hands, talk, hear and listen. Extended time may be required working on a computer and/or telephone. Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. May be required to lift/move up to 25 pounds unassisted. May require evening-weekend work in response to company needs.

WORK ENVIRONMENT - Non-smoking, clean manufacturing facility with cross functional empowered teams. The noise level in the work environment is usually quiet to moderate.