

# Exempt Job Posting



## POSITION INFORMATION

|             |                                   |             |                         |
|-------------|-----------------------------------|-------------|-------------------------|
| Job Title:  | <u>Buyer/Planner - Lamination</u> | Job Code:   | _____                   |
| Location:   | <u>Wayne, NJ</u>                  | Job Grade   | <u>1</u>                |
| Department: | <u>Bearings</u>                   | Reports To: | <u>Master Scheduler</u> |

## POSITION DETAILS

### **Job Goals:**

The candidate will be responsible for creating production schedules; analyzing, determining usage and releasing materials to meet production schedules and inventory goals. The incumbent will also be responsible for purchasing raw materials and services for the facility to ensure timely and efficient arrival of purchases for all departments. The position performs annual purchasing activity through adherence to SGPPL purchasing guidelines while maintaining the highest ethical business standards. It also requires extensive contact with outside suppliers, all internal departments, import/export freight forwarders and other PPL locations in the United States

### **Responsibilities:**

- Creates and distributes production schedules according to SOPs, MPS and/or special instructions from supervisor and coordinates expediting schedule changes, “rush” jobs as required. Develops and maintains scheduling policies. Generate print, kit and maintain work orders.
- Collaborate with Master Scheduler and other Buyer/Planner to ensure consistent communication and planning across all production levels..
- Reviews MRP requirements and issues purchase orders as required for raw materials and services necessary to support the Master Schedule
- Process adjustments with vendors involving replacement of materials/services not meeting specified standards. Initiates/Coordinates with Quality Assurance to facilitate returns and corrective actions with vendors. Assesses, monitors, and rates supplier performance through established S.O.P.'s.
- Maintain raw material, sub assembly, in transit and WIP inventories within turn objectives.
- Initiates purchasing improvements and cost reduction programs. Responsible for problem log (IOL) and unvouchered receipt problems related to items purchased.
- Negotiates best price/service mix to meet internal customers and supply/service needs. Review monetary exchange rates and monitors trends that can favor SGPPL's/Wayne's purchasing position.
- Coordinates, monitors and reviews all international ocean and air freight shipments – import and export.
- Perform other related duties as may be reasonably assigned in the course of business.
- Understand all environmental policies and significant environmental impact of job activities in accordance with the ISO 14001 standard and be accountable for implementation of EMS for area.

### **Education, Skills and Requirements:**

- Bachelor's degree preferred or the equivalent of 7+ years of experience in a Planning, Supply Chain role.
- 3+ years' experience of in a manufacturing environment with knowledge of production planning, master scheduling and production scheduling theories.
- Understanding of JIT, MRP systems, BOM's, routings and planning parameters is essential as is experience in supplier development, purchasing and maintaining proper inventory
- APICS certification desirable
- Demonstrated research and problem solving skills.
- Computer skills with emphasis on Excel and familiarity with MRP/ERP software systems is necessary.
- Ability to download, analyze and manipulate large amounts of data

***This position will be filled without regard to race, color, religion, creed, sex, ancestry, national origin, age, marital status, disability, sexual preference, or veteran status.***

- Excellent analytical and negotiating skills, combined with good oral and written communication skills, and excellent organization, planning, purchasing and follow up skills will lead to success at this position.
- Able to operate independently and as part of a team

## APPLICATION INFORMATION

**APPLY ONLINE VIA OPEN JOB OR CONTACT HUMAN RESOURCES**

OPEN JOB intranet: <http://portal.saint-gobain.com/web/hr/openjob>

Internet Address: <http://www.saint-gobain-northamerica.com/people/employment.asp>

Ref. Code: **555041**

HR Representative: Mary Lou DeSimone

Phone: 973 628 5522

Email address: [Marylou.desimone@saint-gobain.com](mailto:Marylou.desimone@saint-gobain.com)

This job will be posted From: 05/02/18

To: until filled

*This position will be filled without regard to race, color, religion, creed, sex, ancestry, national origin, age, marital status, disability, sexual preference, or veteran status.*