

Job Opening: Materials Buyer

Location: Southern New Hampshire

Job Overview:

The Materials buyer provides materials support by coordinating and scheduling material purchase orders based on MRP output and evaluation of reports.

Job Responsibilities:

Responsible for ensuring the operating system data is accurate including certain Product Master fields.

Maintains accurate lot sizes, safety stocks, lead times, item notes, and other operating parameters.

Coordinates demand requirements through order entry into manufacturing planning and execution.

Responsible for accurate and efficient planning of raw materials to support manufacturing requirements.

Manages the SCMS database, and scheduling of RTV's once the disposition has been established working closely with Quality Management and Shipping/Receiving personnel.

Serves as back-up to the Sr. Buyer/Planner for MRO purchasing.

Qualifications:

Associates Degree or equivalent years of related work experience

Strong PC skills (Notes, Spreadsheets, Downloads, PowerPoint, graphics)

1- 3 years of MRP/DRP Planning experience in manufacturing/distribution

Computer database system literate and operating experience.

Must be able to perform the responsibilities and duties of the position