



**Job Title: Material Planner & Buyer**  
**Reports To: President**

**FLSA Status: Exempt**

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**Established manufacturer in De Pere seeking an experienced Material Planner & Buyer.** Primary responsibilities will include customer inventory planning and purchasing and monitoring of materials to ensure successful and timely job completion. Responsible for managing the flow of inventory and making sure jobs will be shipped timely to customers. Will use customer, material and job information to assist in purchasing materials, ensuring sufficient inventory and that scheduled completion and ship dates are met.

**Essential Duties and Responsibilities will include the following:** Duties may be modified or additional duties assigned.

- Establish, build and maintain relationships with all key suppliers.
- Evaluate and determine the most desirable suppliers and negotiate pricing, contracts and payment terms.
- Resolve discrepancies with suppliers: company claims, conflicts and non-conformance, quality issues and invoicing issues.
- Monitor excessive and or obsolete material and aged job management.
- Optimize available capacity and resources managing the flow of inventory and ensure jobs will be shipped timely to customers.
- Manage and maintain inventory levels ensuring uninterrupted supply of parts while maintaining optional inventory levels, along with ensuring customer reliability and meeting target inventory turns.
- Issue purchase orders and follow up on status of materials and subcontract work.
- Identify and implement cost savings opportunities.
- Report daily to operations as to the status of materials and subcontract work and expedite orders as needed to ensure timely receipt of materials.
- Analyze market and delivery conditions to determine present and future material availability.
- Provide timely customer service to both internal and external customers.
- Manage all assigned emails and phone calls in a timely and effective manner.
- Order entry to include completing reviews of quotes, pulling quotes to enter orders, setting up job folders and forwarding orders to scheduling department.
- Review processes and recommend improvements for production planning to improve resource utilization.
- Understand and adhere to all company policies and support the mission and values.
- All other duties as required.

**Qualifications:**

- Associates or Bachelor degree strongly preferred. Supply Chain experience a plus; High school diploma or equivalent required
- 3 to 5 years in Supply Chain experience preferred.
- Good working knowledge of Microsoft Office including Excel, Word, PowerPoint and Outlook.
- Ability to constructively communicate with all levels and types of personnel, strong communication skills.
- Experience utilizing well-developed scheduling software/system required, Job Boss experience is a plus.
- Must be well organized and able to meet deadlines.
- Must have a high attention to detail and strong time management skills.
- Strong independent thinking, organization and planning abilities and excellent analytical skills are essential.
- Strong problem-solving skills are required as well as the ability to anticipate, analyze, diagnose and resolve problems.
- Must be effective in juggling multiple priorities and tasks, and handle a variety of tasks simultaneously.
- Strong conceptual thinking and the ability to analyze hypothetical situations, evaluate and communicate potential impacts

**To apply for this position, send your cover letter and resume to [jreather@velocitymachine.com](mailto:jreather@velocitymachine.com).**