

Job Title: Buyer Planner- Power

Location: Hackettstown, NJ

BASIC FUNCTION AND SCOPE OF JOB:

The Buyer Planner is responsible to manage, plan, coordinate and implement procurement processes. These materials are to be secured at cost, quality, and delivery competitive levels consistent with company policy and performance standards.

WORK PERFORMED:

- Negotiate pricing and delivery terms analyze, purchase and schedule orders for raw material, services, fixed assets, and tooling. Track deliveries as required for factory operations. Perform tactical purchasing duties (expedites, defers, past due follow ups, etc.)
- Support multiple locations in North America and China for production, NPI, and engineering materials. Works closely with management to resolve component shortages. Responsible for communicating material status to production and management.
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- Effectively manage inventory levels to support production and inventory goals in the USA.
- Proactively resolve problems and discrepancies with pricing, delivery, and quality of purchased commodities.
- Works closely with management to implement global procurement strategies within assigned commodities. Supports as required
- Responsible for tracking PPV and cost reductions within assigned commodities. Reports information to management.
- Builds and maintains strong working relationships with internal customers.
- Maintain and comply with ISO9001, ISO 13485 and customer requirements.
- Other duties as assigned.

EDUCATION AND TRAINING REQUIRED:

Bachelor's Degree required, preferably in Supply Chain

YEARS OF EXPERIENCE REQUIRED:

1-3 years, manufacturing environment preferred

SKILLS AND EXPERIENCE:

- Advanced MS Excel skills required
- Strong analytical and problem solving skills
- Excellent written and verbal communication skills

- Must be able to work in a fast-paced environment
- Must have outstanding organizational skills and a proven ability to manage projects and work schedule to meet multiple deadlines and expectations
- Good follow-through skills with a strong sense of urgency required
- Demonstrate leadership ability for future job growth
- Knowledge and understanding of Supply Chain concepts

Astrodyne TDI provides equal employment opportunities to all employees and applicants. Our culture is one that provides opportunities for employee involvement, growth, and development. Astrodyne TDI offers competitive salary, paid time off, robust healthcare benefits, and 401(k).

To Apply: please email your resume and cover letter to Lindsay.Varnum@astrodynetdi.com