

**Job Title:** Buyer/Planner  
**Department:** Filters Division  
**Location:** Hackettstown, NJ

**Date Posted:**

### Position Summary:

Astrodyne TDI is looking for a Buyer Planner who is a hands-on, detail-oriented individual who has experience in supporting strategic customers. This is a highly visible role for candidates looking for an opportunity to manage all aspects planning and logistics. Develop and implement robust processes utilizing lean principles. The ideal candidate will have strong interpersonal skills with the ability to work in a team environment. The candidate will also strive to ensure that customers' requirements are met without compromising safety or quality.

### Job Responsibilities:

- Establish weekly, monthly and quarterly demand schedules for external manufacturing sites.
- Create and distribute sales and purchase orders to fulfill quarterly forecasts
- Proactively help to resolve material shortages and delays
- Ensure controls are in place to maintain ISO and customer accreditations.
- Maintain and solidify relationships with all internal and external customers and stakeholders
- Provide timely updates to management and customers as requested
- Execute new item product launches and/or discontinuations to meet customer expectations.
- Implement logistics processes to ensure on time delivery and reduce delays
- Attend weekly meeting with strategic customers and key suppliers in Asia

### Skills:

- Analytical approach to problem resolution
- Ability to communicate effectively with different levels of management and customers
- Proficient with Microsoft Office suite – Excel, Powerpoint
- Desire to continuously improve processes and functions

### Qualifications:

A Bachelor's degree and APICS Certification is preferred. A minimum of 3 years of planning experience in a manufacturing environment is required. Electrical device manufacturing is preferred. Must have a high sense of urgency and ability to meet scheduled requirements and be able to thrive in a small manufacturing environment while serving many roles effectively and handle multiple priorities to meet scheduled deadlines. This position requires high level of problem solving and organizational skills. Experience working with a ERP system is a big plus.

**Due to Military affiliations, we are unable to sponsor candidates who require a Visa. Candidates MUST be a US Citizen or a Permanent Resident/Green Card Holder.**

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](mailto:Lindsay.Varnum@astrodynetdi.com)  
Or [Kelsey.Connell@astrodynetdi.com](mailto:Kelsey.Connell@astrodynetdi.com)