

JOB POSTING

Post Date	03/10/10
Job Title	Buyer/Planner
Location	Stratford, CT
HR Email	HR@ashcroft.com or janice.lockhart@ashcroft.com
Education Required	Bachelor's Degree or education and equivalent experience
Education Desired	Bachelor's Degree
Work Experience Required	Two to five years' materials experience in a manufacturing environment.
Work Experience Desired	Two to five years' materials experience in a manufacturing environment.
Job Competencies and Requirements	<ul style="list-style-type: none"> • Knowledge of MRP and Kanban/VMI Systems. • Strong computer skills including Microsoft Word, Excel and Access analysis. • Excellent verbal and written communication skills. • Strong negotiating and problem-solving skills and experience with global sourcing. • Organizational skills with persistent attention to detail.
Duties and Responsibilities	<ul style="list-style-type: none"> • Analyze, set-up and control all manufactured and purchased requirements within the existing computer MRP system, establishing optimum inventory levels. • Obtain purchased materials and services as required by MRP and inventory analysis, to quality and engineering standards at the best total cost and delivery. • Coordinate component and stock product scheduling and expediting to maintain availability of purchased and manufactured. • Identify and initiate global sources for materials and services. • Work closely with Engineering, Marketing and other departments in value analysis to establish specifications, schedules and standards for new materials and determine whether to make or buy. • Coordinate the selection of new suppliers. • Initiate annual cost savings on production and non-production materials and services. • Develop most suitable purchasing arrangement for commodities, including contracts, blanket orders, spot purchase orders and vendor stocking arrangements. • Receive requisitions, analyze each item for quantity, specifications, and delivery requirements; develop and investigate sources of supply; issue request for quotations if required. Develop substitutes if commodity as specified is unavailable or more economical products might be satisfactory. Determine best source and issue purchase order. • Evaluate vendor performance based upon a formal supplier measurement process and information received from associates relative to supplier service. • Advise management of industry competitive situations, alternative supply sources, raw material costs, commodity price trends and supply-demand situations. • Identification and disposition of excess and obsolete inventories.
Travel Required	5%
Relocation Included	No
Internal Candidate Identified	No