

Job Title: Planner/Purchaser

Job Description: This position requires a background in Planning and Purchasing of electronics in a Global Manufacturing Environment. Under the direction of the Materials Manager the Planner/Buyer will play a significant role ensuring that build plans and supporting materials are ordered and executed in a cost effective timely manner with a focus on, Quality, Customer Service and Cost.

Responsibilities:

- Planning
 - Acting as the interface between Sales and Operations establish compliance plans as well and reporting strategies for all stakeholders
 - Establish methods and processes to support materials resource planning
 - Establish metrics to report vendor performance on Quality, Delivery and Cost
 - Support New Product Build Planning and buying activity
 - Facilitate and direct production priorities at external factories in support of business goals
 - Analyze production and yield reports to help optimize demand planning
 - Responsible for global Inventory Management, Inventory Levels and Inventory Turns
 - Develop reporting metrics that establish quantitative performance measures for Planning and Purchasing.
- Purchasing
 - Manages & Executes all company purchasing activity
 - Responsible for managing all RFQ's and vendor source selection decisions
 - Drives Continuous improvement with respect to Purchasing
 - Ensures any vendor issue, pertaining to, delivery, quality or price is conveyed promptly to vendor and resolved promptly.
 - Analyze and adjust inventory levels based on Sales plans, yields and lead time changes
 - Review invoices for purchased commodities as required by Accounts Payable. Assure that Documentation is correct. Resolve discrepancy problems with Accounts Payable in a timely manner.
 - Drive cost reduction through negotiation and sourcing alternatives and projects
 - Supports New Product Programs sourcing and cost initiatives
 - Support an MRP implementation and help establish processes and procedures for usage
 - Develop and maintain a qualified vendor list and Vendor scorecard system
 - Ensures adherence to corporate policies and Capital spending guidelines & procedures
 - Closely work with Freight Forwarders and Carriers to ensure delivery of materials globally and drive Cost and Cycle time reductions where possible.
- The position may be required to perform additional duties not listed above.

Must have experience sourcing electronic components, plastic components, and some basic understanding of various manufacturing processes such as, Chip-on-Board, PCB, PCBA, wafer & die manufacturing, injection molding, die casting, extruding, and vacuum forming. Relevant experience in the Optical industry is desirable. Experience working with ERP systems and MRP from both a Planner and Buyer perspective. Excellent oral and written communication skills will be needed to interact effectively with Sales & Marketing, Product Development, Operations and off-shore personnel. Strong follow-up skills, communication, and people skills are necessary. Experience working with off-shore contract manufacturers and foundries is a plus. Candidate must be able and willing to travel internationally to accomplish the objectives above.

Education/Experience A Bachelors degree in Industrial Engineering, Operations, Logistics or related field is desirable. Minimum 7-10 years hands-on experience in a Planning or Purchasing role is needed. Experience implementing, upgrading or working on an ERP & MRP system is an asset. APICS (CPIM) certification highly desirable but not a must have.

For consideration, please email resumes to resume@hoyaoptics.com and include "Planner/Purchaser" in the subject line.

Hoya Xponent is an Equal Opportunity Employer.