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# Example of Buyer Planner Job Description

Our company is searching for experienced candidates for the position of buyer planner. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for buyer planner

* Liaison between intercompany and external suppliers with customer care and commercial groups
* Reconcile variances between purchase orders, invoices, material releases, shipments, and packing slips
* Maintain appropriate supply chain related records, including vendor information, receiving documentation, and other pertinent information as assigned
* Create purchase requisitions for locally sourced materials and place orders with appropriate lead times
* Ensure that all necessary documentation accompanies each order and shipment and remediates issues when applicable
* Monitor delivery performance, days on hand and related quality issues
* Participate in Cost savings efforts
* Expedite P.O.’s and confirm delivery
* Maintain P.O
* Secure Corrective actions and Execute RMA process when applicable

## Qualifications for buyer planner

* Bachelors Degree and 2 years experience in a manufacturing environment, C.P.M and/or CPIM desired
* Knowledgeable of manufacturing resource planning process
* Knowledge of production, materials, and inventory work flow
* Excellent communication and interpersonal skills required for vendor and company-wide contacts, including Engineering, Sales and Manufacturing
* Must be an off placing INROADS participant with supply chain experience
* Associate's degree in Business or equivalent knowledge and experience is required