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# Example of Buyer Planner Job Description

Our company is searching for experienced candidates for the position of buyer planner. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for buyer planner

* Develop and execute the production schedules in a timely manner to meet customer demand and delivery goals for both component and Finished Good level production
* Create and maintain a valid capacity requirements plan for both internal manufacturing external subcontracting suppliers which supports the demand requirements
* Responsible for managing relationships with specific vendors and serving as the organization's point of contact
* Using monthly ERP
* Establishes and maintains production, material, inventory and purchase plan to support master schedule
* Perform finite capacity scheduling, including level load and takt time
* Maintains product availability dates for customer service order promising
* Reviews and maintains master data (item master, BOMs, kanban quantities, ) integrity of assigned product line(s)
* Researches, contacts, and selects potential vendors to receive proposals for price, quality, and timeliness of delivery
* Establishes and communicates manufacturing projections and receiving patterns so that vendors can anticipate needs and meet requirements

## Qualifications for buyer planner

* Minimum three years planning experience with multiple product lines in a multi-site manufacturing environment
* Change Agent, demonstrated ability to drive process improvements
* Education - Bachelor’s degree in Engineering, Business or related field
* Foreign Language – Spanish/English fluency required
* Experience in Maquiladoras Metal Mechanical desirable
* Multi task person and highly organized