



**JOB TITLE: Supply Chain Buyer/Planner**  
**REPORTS TO: Senior Director Supply-Chain Management**  
**WORK LOCATION: Eugene, OR**  
**SALARY: \$50,000+ (depends on experience)**  
**EXEMPT STATUS: Exempt**

### **SUMMARY**

The Supply Chain Planner/Buyer position is a key role within Supply Chain management. Excellent organizational skills, ability to balance short term priorities and exceptional data management / analytical skills are a necessity. Key objectives will be achieving / improving / exceeding targeted customer service levels, managing inventory levels and targets, and managing purchasing activity across the supply chain.



### **Primary Duties:**

- Plan and execute procurement of raw materials from global suppliers
- Maintain strong working relationships and communications with manufacturing and key suppliers to confirm production/shipping schedules and monitor open purchase orders for all orders to ensure on-time deliveries
- Proactively report product and material availability issues
- Coordinate MRP inventory planning and replenishment of raw materials in coordination with supply-chain and operational targets
- Develop and manage ERP reporting metrics in support of the Supply-Chain
- Designs, develops and analyzes supply chain data, systems, and processes to achieve optimal system improvements
- Support supplier performance management metrics development and data collection
- Maintain purchase order status and shipment tracking information in ERP system
- Participate and contribute to RFQ, Cost saving initiatives, Negotiations, Supplier relationships and evaluation
- Project management: support new product launch activities
- Complete special projects and assignments as requested

### **Knowledge & Skills:**

- ERP system experience preferred
- APICS CPIM/CSCP, CPSM certification completed or in progress, preferred
- Knowledge and understanding of Supply Chain concepts and application
- Strong data analytics, planning and organizational skills
- Strong interpersonal and communications skills (oral & written)
- Self-starter with ability to work independently and react quickly to changing priorities

### **Experience**

- Bachelor degree preferred
- 3 years demonstrated procurement/supply management/data analytics experience
- Background in retail trade a plus but not mandatory if other qualifications are met
- Or any combination of experience and training that demonstrates the ability to perform the key responsibilities of this position

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