

Position: Buyer / Planner

Company description

Leaman Container, Inc., headquartered in Fort Worth is currently hiring a Buyer/Planner to fit in with an established, tenured, successful team. We manufacture corrugated boxes, and supply packaging and shipping products to our customers.

Job Description

The Buyer / Planner is responsible for sourcing, procuring, and managing all purchased materials to ensure company objectives and customer commitments are met. Key responsibilities include:

- Source products with new and existing vendor base.
- Negotiate best vendor terms, pricing, quality, and delivery based on specific budget and schedule requirements.
- Collaborate with new business team on status of new item sourcing and work as a liaison between engineering, sales, and vendors.
- Setup item master and related records to allow MRP to be actionable with minimum analysis.
- Evaluate MRP signals and place purchase orders in a timely basis.
- Monitor open purchase orders to ensure on-time delivery and provide feedback to operations and sales regarding delays.
- Coordinate vendor shipments to be picked up by our drivers or outside transportation.
- Maintains price records and handles pricing and/or shipping discrepancies as they arise.
- Collaborates with design and QC to maintain QC cards for product to be checked for conformance upon delivery.
- Informs management of upcoming price increases, supply disruptions, and economical alternatives.
- Assists monitoring EOQ based on sales or other factors. Makes changes, as necessary.
- Adheres to purchasing, warehouse/inventory control policies, processes, and procedures.
- Processes cycle counts for Finish Goods, identifies and researches discrepancies, makes adjustments, as necessary.
- Oversees RMA processes from an inventory control perspective.
- Performs additional duties as assigned by management.

Qualifications

- Bachelor Level of Degree preferred
- Equivalent work-related experience acceptable in lieu of degree
- Minimum 5 years of relevant experiences in procurement, inventory control, materials management, or equivalent position
- Superior analytical and problem-solving skills
- Advanced Microsoft Excel skillset. SQL or MS Access experience preferred
- Experience setting up and maintaining MRP records in an ERP system
- Experience in basic industry software including: Imaginera or equivalent ERP system, MS Word, MS Outlook, and Windows 10
- Strong Materials Management knowledge and experience

- Experience in inventory and WIP control
- Excellent interpersonal and verbal communication skills
- Manage and multiple priorities and be sufficiently flexible to make changes as situations dictate
- Communicate effectively both verbally and written
- Knowledge of corrugated and packaging supplies
- Ability to work overtime when needed, including some occasional week-ends