

Job Title: Sr. Buyer / Planner – regular, full-time

Department: Operations

This position, reporting to the Director of Materials, supports all purchasing and planning activities for the company's goods and services.

Candidates must be local to the Bay Area or willing to relocate. This role is hybrid and must be onsite a few days a week in our Redwood City headquarters.

Primary Responsibilities:

- Uses input from the company annual operating plan and monthly S&OP meeting to forecast short and long term material purchasing requirements.
- Works with warehouse personnel to manage material movements between manufacturing facilities to ensure 100% material availability to production
- Requests quotes from suppliers as needed to support production purchases.
- Processes purchase orders for the procurement of production components per management instructions. Obtains required approvals.
- Processes purchase orders for supplies and equipment as needed.
- Processes purchase orders per the request of office personnel. This may include consolidating McMaster Carr, Digi-key, or similar orders on a frequent basis.
- Communicate with suppliers to place purchase orders, verify supplier acknowledgments meet PO requirements and work with suppliers to assure timely delivery of orders.
- Maintains computerized purchasing records using ERP systems such as MFP and SAP ByDesign, and network purchase order folders.
- Coordinate shipments of raw materials to suppliers to support subassembly purchases.
- Obtain RMA's (Return Material Authorizations) from suppliers and assist in preparing materials to be returned
- Work with Quality inspectors to ensure the timely flow of product through QC inspection.
- May prepare routine reports.
- Follows established departmental policies, procedures, and objectives, continuous quality improvement objectives, and safety, environmental, and/or infection control standards.
- Performs miscellaneous job-related duties as assigned.

Knowledge, Skills, and Experience (check all that apply):

- 5-7 years experience serving in a purchasing / planning role
- BS degree preferred but not required
- Familiarity with ERP systems.
- Knowledge and experience in Bill of Material structures and component specifications.
- Strong organizational and office skills including Windows, Outlook and MS Office.
- Strong written and oral communication skills. Ability to interact and communicate with suppliers via telephone and email.
- Ability to establish and maintain good working relationships with all functional areas.
- Ability to multi-task and work independently.
- Ability to detect problems and report information to appropriate personnel.