

Job Description

Creation or Revision date: July 2025

- I. Position: Senior Buyer/Planner**
- II. Department: Purchasing**
- III. Report To: Purchasing Manager**
- IV. Roles & Responsibilities:**

Review MRP requirements.

Responsible for the negotiation of pricing and terms with all applicable vendors/suppliers.

Meeting with and traveling to suppliers sites, some being international, on a quarterly basis or as needed.

Expedite deliveries and perform reschedule actions as required.

Communicate with Materials Manager on critical materials lead time.

Investigate price discrepancies/corrections with suppliers.

Maintain supplier's records, catalog resources, and supplier data base.

Maintain routine purchasing records.

Key contact for freight damage/shortage claims, as needed.

Review and analyze MRP Suggestion Information.

Place/process purchase orders for requirements.

Amend rescheduled purchase orders and acknowledge change to supplier.

Attend weekly Product Development Board meetings, and follow-up any assigned action items.

Place supply purchase orders monthly, or as needed.

Provide the Purchasing Manager updated Quarterly Supplier Quality and Delivery Performance Reviews, quarterly or as needed.

Maintain VAI Supplier information and Quote Files.

Perform other duties as assigned

V. General Requirements:

- Three to five years related job experience.
- Strong organizational skills.
- Must possess good written and oral communication skills.
- Must be able to read, write, and comprehend business communication skills in the English and Spanish Language(s).
- APICS certification highly desirable.
- Must be able to work in a fast-paced, growing, team environment.
- Valid Drivers' license required
- Must be reliable, dependable, and able to fulfill current on-site shift and travel requirements.
- Proficient in Word and Excel software programs.
- 2-3 years MRPII/ERP software experience.

VI. Physical Requirements:

Must be able to lift 50 pounds at times.

Must be able to sit at a computer terminal and use keyboard for up to 8 hrs a day.

Employee Signature: _____

Date: _____