

Position Title:	Buyer/Planner
Date created:	6/18/24
Department:	Operations
Reporting Manager Title:	Sr. Supply Chain Manager
Position Purpose:	As a Buyer Planner at MediSurge you will be responsible for planning materials and writing purchase orders. Sourcing components for new product introductions. Create and maintain positive relationships with strategic suppliers to improve delivery and cost. Develop and keep metrics on supplier performance and manage corrective actions.
Exempt Non-Exempt	
Essential Job Functions:	<ul style="list-style-type: none"> •The Buyer Planner is responsible for sourcing components for new products and managing existing supplier relationships •This role is also responsible for ensuring the timely and most cost-effective procurement of goods and services to support the business needs •Follows all GMP and SOPs as defined by MediSurge policies, practices and procedures to ensure that FDA and ISO regulations and quality standards are met •Creates and manages supplier profiles and commodity strategies. •Responsible for insuring purchases meet quality and quantity requirements according to specifications, resolving discrepancies with vendors •Manages return authorization requests and negotiates credit, reworks or replacements •Provides forecasted information to suppliers and stays informed on supplier's capacity constraints •Responsible for maintaining strong vendor relationships; meets with vendors as necessary regarding capabilities, price quotes or production problems •Participates in the process development of alternate suppliers •Creates and manages supplier scorecard •As directed, performs vendor audits on current or potential vendors; determines suitability and capability to deliver quality, cost-effective goods; recommends new vendors or deletion of problem vendors •Leads and participates within functional projects •Partners with internal customers to identify, organize, prioritize and execute projects to meet global supply chain initiatives •Provides, implements and drives purchasing processes solutions for continuous improvement •Uses data driven analysis methods to identify root cause problem areas and leads corrective action •Performs other duties as assigned
Requirements	
Education:	Bachelor's Degree preferred, Business, Science or equivalent job experience is required
Experience:	5 plus years' experience with Supply Chain activities Experience with SAP/ERP systems

<p>Skills:</p>	<ul style="list-style-type: none"> • Knowledge of FDA, ISO, cGMP requirements, and GDP. • Conflict management and the ability to negotiate • Communication: displays developed interpersonal skills; team orientation, ability to communicate to suppliers • Results Oriented: must be detail oriented and have a strong drive and a sense of urgency to resolve issues • Flexibility and adaptability: make effective decisions and maintain effectiveness under changing circumstances and priorities • Project management: able to effectively manage resources to complete multiple projects simultaneously • Demonstrated ability to effectively plan and execute detailed proposals, plans, guidelines and procedures for departmental and company personnel
<p>Physical:</p>	<ul style="list-style-type: none"> • N/A

Acknowledgment:

The job expectations listed above have been fully explained to me. I certify that I understand the commitments expected of me and acknowledge that these expectations will be included within the performance evaluation process.

(Employee Signature/Date)