

 <b>Material Purchaser/Planner</b>	<b>Document No.</b>	SUP-PP-002
	<b>Rev.</b>	04
	<b>Effective Date</b>	31 Aug 22
<b>REPORTS TO:</b>	Material & Supply Chain Manager	
<b>LOCATIONS:</b>	Assembly	
<b>DEPARTMENT:</b>	Material & Supply Chain	

**PURPOSE:**

Reporting to the Material & Supply Chain Manager, the Material Planner is responsible for planning and managing inventory material levels to ensure timely purchase of materials to meet customer and inventory order requirements.

**RESPONSIBILITIES:**

Role accountabilities include, but are not limited to:

- Review inventory and open order reports for assigned product line; plan, create and issue purchase and production orders for materials and component parts to meet inventory demands.
- Analyze inventory demands to ensure the most efficient and cost effective planning measures are utilized.
- Review and maintain reorder plans and determine order points for inventory stock levels to meet inventory demands.
- Complete review of technical requirements and documentation for products being purchased to ensure all requirement’s such as material specifications, processes etc. are met. This includes the review of drawings, complex material specifications, Material Test Reports (MTR) and other applicable documents to ensure all requirements are understood and accurately documented in purchase and production orders.
- Collaborate with Inside Sales when quoting delivery of materials to meet customer’s needs.
- Consult with internal departments to define order parameters, routing processes and minimum order requirements for new products.
- Monitor open purchase and production orders to ensure timely delivery. Expedite orders that will negatively impact our ability to meet customer needs.
- Communicate all delays in products or services with the appropriate departments and/or personnel that will be negatively impacted. Provide as much detail as possible so that schedules and Customers (internal & external) can be updated accordingly.
- Compile and maintain records, such as material inventory, in-process production reports, status and location of materials.
- Maintain accurate and updated purchasing and work order records in the ERP system.
- Report on and action price changes, inventory shortages or overruns on purchase orders.
- Report on material shortages or inventory variances to ensure inventory accuracy is maintained.
- Communicate with the Accounting department to resolve any discrepancies as required.
- Ensure all purchase orders issued are to vendors on approved vendors list, supplied by Argus QA. New vendors must be identified and approved by QA prior to purchase order release.
- Participate in yearly physical inventory counts and assist with cycle counts as required. Identify and investigate inaccuracies and material shortages. Make recommendations and participate in process improvements to minimize inaccuracies.
- Participate and provide feedback on training sessions, toolbox meetings and events accordingly.
- Work in a safe manner; look out for both yourself and fellow employees at all times.
- Report all safety concerns, incidents and accidents per Argus Safety Program.
- Champion our Continuous Improvement culture; actively promoting continuous improvement principles through respectful discussion and participation in events.

