



## Operational Buyer

### Role Overview

The **Operational Buyer Planner** is responsible for converting approved requisitions into purchase orders and planning materials to meet production and customer commitments. This role manages supplier confirmations, ensures on-time delivery, and maintains accurate master data to prevent shortages and achieve inventory objectives.

### Key Responsibilities

- **Procurement:** Convert approved requisitions to POs in accordance with policies and secure price, quantity, and date confirmations.
- **Material Planning:** Plan and coordinate materials to meet production and sales schedules while communicating availability and risks across the organization.
- **System Maintenance:** Ensure the integrity of MRP parameters, including reorder points, safety stock, lead times, and vendor master data.
- **Supplier Management:** Serve as the daily point of contact for suppliers, monitoring performance and expediting orders to prevent schedule risks.
- **Inventory Control:** Monitor raw, WIP, and finished goods inventory while managing slow-moving or obsolete materials.
- **Cross-Functional Support:** Resolve invoice and quality issues in coordination with Receiving, Quality, and Accounting.

### Required Qualifications

- **Experience:** At least two years of experience in purchasing or warehousing.
- **Industry Knowledge:** Strong understanding of products, parts, and procedures related to a manufacturing environment.
- **Education:** Associate's 2-year college degree or an equivalent combination of education and experience.
- **Skills:** Strong communication and negotiation abilities; proficiency in Microsoft Office.
- **Problem Solving:** Ability to solve practical problems with limited standardization and interpret complex instructions.

### Preferred Qualifications



- **Systems: Proficiency in SAP** and experience maintaining MRP parameters and vendor master data is highly preferred.
- **Education:** A Bachelor's degree or college diploma in Supply Chain Management, Business Administration or a related field is preferred.

### **Work Environment & Physical Demands**

- **Setting:** This is primarily an **office-based position** within a manufacturing facility.
- **Collaboration:** The role requires frequent interaction with the manufacturing and warehouse floor, which may involve exposure to moving mechanical parts and loud noise levels.
- **Physical Activity:** Requires the ability to sit or stand for extended periods, frequent use of hands/fingers for computer work, and the ability to occasionally lift/carry up to **50 pounds**.
- **Safety:** Compliance with PPE requirements (protective eyewear, earplugs, and steel-toed shoes) is mandatory when entering production or warehouse areas.

**Starting Salary Range: \$55,000-\$60,000/annually**

Please submit resumes to : [r.johnston@interroll.com](mailto:r.johnston@interroll.com)