



## **JOB TITLE: Buyer/Planner II**

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**Buyer/Planner II**  
**Plano, TX**  
**Reports to: Mike Tillett**

**Requisition #19048**  
**Job Grade 15**

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### **SUMMARY:**

This position will have responsibility for purchasing of forecasted product, maintaining supplier forecasts, and planning new material in support of Engineering Change Orders (ECO) and New Product Introduction (NPI) activity.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Review ECO's for potential impact to inventory and purchasing.
- Purchase unreleased material if required to support Evaluation builds
- Monitor and assist Planning and Purchasing to forecast and plan/purchase material to maintain pipeline for new products.
- Place and expedite purchase orders for inventory and non-inventory items
- Monitor and control inventory in stockroom
- Learn about Company's business as appropriate. Shows up to work on time and attends work as scheduled.
- All other duties as requested by supervisor or department head.

### **COMPETENCY QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If an employee does not meet the required competency level in any area, a required development training plan will be implemented.*

#### **Job-Specific Competencies:**

*(Education and/or years of experience; technical and/or analytical; software or applications; department and/or position specific; internal or external certifications required)*

- Bachelor's Degree in related field is required or a combination of industry experience and training will be considered.
- Candidate should have a minimum of 2-3 years of planning, or purchasing experience in manufacturing. Computer industry or similar environment is preferred.
- Proficiency with Microsoft Office is required.
- This position requires knowledge of company's products and components.
- Must have excellent communication skills to interface and communicate effectively with all groups within the company and outside contacts.
- Must have strong time management and organizational skills, ability to multi-task, be attentive to detail and demonstrated follow-through skills
- Persuasive and smooth negotiating skills are also desired.

- Demonstrated ability to take the lead to drive change and process improvements.
- Ability to follow all applicable Business Management System (BMS) processes.

**Management Competencies:**

*(Management experience required)*

- None

**Core Competencies:**

*(Other core requirements including communication, presentation, language, math, and reasoning skills)*

- Ability to read, write and speak English.
- Ability to compose reports and correspondence.
- Knowledge of basic addition, subtraction, division and multiplication of numbers is required.
- Excellent verbal and written communication skills
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Know and follow established company core values.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; to sit, stand, walk; and to talk and hear. Specific vision abilities required by this job include close vision and the ability to adjust focus.

- Lifting Requirement: 20 pounds
- Lifting Limitations: 50 pounds

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The noise level in the work environment is usually moderate.

***If you are qualified and interested in this position, please contact [Keisha Russell](#) in Human Resources.***