

TITLE: Buyer-Planner

DEPARTMENT: Operations

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ConforMIS, Inc. is a privately held medical device company based in Burlington, Massachusetts. It was founded in 2004 to provide dramatic advancements in patient care by utilizing imaging technology to create personalized, patient-specific implants and instrumentation.

Job Summary:

Secure materials and equipment necessary to produce ConforMIS products to meet the Company’s Sales & Operations Plans and Quality Objectives.

Essential Duties and Responsibilities:

- Purchasing:
 - Purchase direct materials, OEM’d semi-finished products, and outside services based on inventory analysis and master production schedule requirements.
 - Purchase production equipment, tooling, and MRO materials as required.
 - Purchase other services required to support the company.
 - Revise and maintain purchasing procedures and associated forms.
 - Support and exploit future applications of company’s Enterprise Requirements Planning (ERP) system, Oracle EBS.
 - Support the company’s Product Lifecycle Management (PLM) system, Agile.
- Manufacturing Support:
 - Establish and manage monthly Sales and Operations Planning (S&OP) process
 - Maintain a Master Production Schedule that meets operating plans defined by the monthly S&OP.
 - Help Documentation Control maintain accurate product Bills of Material and part item master integrity.
- Inventory management:
 - Manage component and finished goods inventories, both within the company and as consigned to suppliers. Assume responsibility for managing inventory to assure high levels of product availability and inventory accuracy, and balance same with prudent inventory turns performance.

- Oversee receiving and storage of materials and supplies; seek ways to improve procedures in a manner that reduces potential errors and costs.
- Plan, schedule and monitor production builds within supplier locations to meet customer service level requirements. Do so with guidance from Customer Service personnel as to prioritization and timely delivery goals.
- Manage Supplier Qualification Process and support controlled Approved Vendor Lists
- Coordinates meetings and visits with suppliers/CM's as required to
- Other related duties upon request.

Qualifications:

- Bachelor's degree in Business or Engineering.
- APICS, NAPM, or ISM certification desired.
- 7+ years of demonstrated success in purchasing and planning capacities, preferably in a medical device or other regulated environment.
- Experience purchasing of: machined metal and plastic components, packaging materials, outside services and MRO items.
- Experience with ERP/MRP systems. Oracle experience a plus.
- Experience in lean manufacturing environments a plus.

Skills, Abilities, Competencies Required:

- Excellent verbal and written communication skills.
- Strong analytical skills.
- Self-starter with demonstrated ability for identifying and implementing improvement to systems and processes.
- Adaptable to change
- Must be able to work in a team environment.
- Execute responsibilities with minimal direct supervision.
- High attention to detail.

ConforMIS is an Equal Opportunity Employer

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