

## JOB POSTING

Entegris is committed to providing equal opportunity to all employees and applicants.

Our policy is to recruit, hire, train and reward employees for their individual abilities, achievements and experience without regard to race, color, religion, sexual orientation, age, national origin, disability, marital or military status.

### Position Summary:

The **Buyer / Planner** will be responsible for purchasing and planning material in support of Billerica manufacturing while ensuring adherence to company policies and procedures. The Buyer / Planner will plan and manage inventory targets for raw materials, work in process, and finished goods to meet customer delivery requirements.

### Position Key Responsibilities:

- Determine quantity and agreed upon pricing for materials orders.
- Order material and track supplier on time delivery.
- Plan and schedule daily production based upon material coverage, product mix and labor and equipment capacity.
- Respond to requests for shipment date and expedites and follow through to assure customer commitments are met.
- Maintain production order dates in SAP.
- Provide cell supervisors with a forward looking view of demand in the near to mid-term to allow for appropriate resource and capacity planning.
- Measure, analyze, and drive improvements in work center to improve on time delivery.
- Assess sales order demand daily and report anticipated issues to meet commitment dates.
- Monitor partnerships and schedule agreements with suppliers to enhance quality, delivery, service and cost.
- Collaborate with Engineering to implement new products into production.
- Assist in the return of non-conforming material. Work with suppliers for timely and efficient resolution.

### Education and Experience:

- Required: Bachelor's Degree and 3 years purchasing and material planning experience. Strong computer skills and analytical skills are required.
- Required: SAP experience a plus

### How to Apply:

External applicants are to complete an Entegris Employment Application form and submit resume on: [www.entegris.com](http://www.entegris.com)

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