

I have a contract Buyer/Planner with a preferred APICS certification open in Gloucester, MA.

Buyer/Planner
Gloucester, MA
6 month contract, likely extension

The position requires experience in Materials Planning and Purchasing along with electrical and electromechanical assemblies. SAP is strongly preferred. Excel (or any spreadsheet) experience is required.

You will be responsible for the tactical execution of the entire procurement cycle starting with the forecasted demand through to successful delivery of the material. This cycle includes, but is not limited to: interpretation of MRP, supplier source selection from SAP Purchase Requisitions, generating automated Request for Quotations from requisitions, quotation analysis and Purchase Order (PO) placement. Responsible for managing the open Purchase Orders for designated commodity area and acting on reschedule messages as they relate to these PO's on a weekly basis.

Includes analysis of excessive and obsolete inventory, management of incoming problem receipts and awareness and management of multiple material shortage(s) reports. Critical in terms of managing the entire materials management cycle(s) of the company and requires the ability to manage multiple tasks and directions at once. Area managed will include various electrical and electrical-mechanical type assemblies.

Education:

- BSBA, BSEE or equivalent experience.
- APIC's certification preferred.
- Minimum 5+ years Materials Planning and Purchasing experience related in outsourced electrical and/or electrical-mechanical assemblies.
- Working knowledge of SAP (Materials Module Management module) is desirable. Strong negotiation and verbal and written skills.
- Experienced in Excel/Word or comparable spreadsheet software is required.

Please send resumes to me at john@spartanresources.net. Thanks!