# MATERIAL PLANNER

FLSA Status: Exempt

Reports to: VP of Operations

# Job Summary:

The Purchasing Analyst will perform procurement functions for specific product lines necessary for the success and growth of the company.

## Duties:

* Analysis of on hand stock and customer demand
* Analyze and Interpret data
* Review sample products from vendors to ensure quality is acceptable
* Evaluate vendor performance
* Work with customer service to expedite parts
* Make data driven decisions
* Submitting reports to the relevant department heads and management
* Perform any other tasks required by management

## Required Skills/Abilities:

* Proficient with Microsoft Office especially Excel
* Familiar with ERP
* Detail oriented and intellectually curious
* 3 to 5 years of purchase experience preferred
* Strong analytical, problem-solving, and communication skills

## Education and Experience:

* Bachelor’s degree in Business, Economics, or related field preferred.

## Physical Requirements:

* Prolonged periods sitting at a desk and working on a computer.
* Must be able to lift-up to fifteen pounds at times.