

## Job description

AT PHOTONIS Defense, Inc. our dedicated and talented employees are the foundation of our success. We have a full time first shift opportunity in our Lancaster facility for a Planner / Buyer. This position is responsible for planning materials, creating and releasing work orders according to factory schedules, supplier selection and qualification, timely placement of purchase orders, delivery of materials to meet customer order requirements and to maintain stock inventory levels within approved guidelines. This role directly impacts on-time delivery to customers based on material availability, cash flow and setting up efficient buying based on achieving budget material cost goals set by PHOTONIS.

### **Essential Duties and Responsibilities:**

- Plan raw materials based on production schedule
- Provide material lead times for customer deliveries based on material availability
- Assists in the coordination with Engineering on planning of new products
- Create, release, receive work orders based on production schedule
- Place purchase orders for stock and non-stock items
- Confirm all purchase orders are received by the supplier, verify the accuracy of the material, prices, and delivery dates
- Ensure material availability while minimizing inventory guidelines
- Maintain inventory and order expense items
- Minimize material costs based on strict KPI and minimal lead-time
- Analyze historical data and trends to make planning / buying decisions
- Work efficiently with shipping, receiving and stockroom activities in a manner that guarantees timely materials flow to production
- Develop and foster strategic relationships with suppliers
- Certify suppliers based on capabilities, delivery and quality performance; manage efficient quoting process
- Coordinate the connection between Manufacturing and Engineering when defining components and costs
- Continually generates new partnerships, while developing existing relationships with suppliers
- Identify opportunities to meet customer demands during constrained supply
- Perform supplier audits at supplier's facility
- Requires travel to supplier sites approximately up to 20% of time
- Provides direction to support staff as needed
- Maintain positive business relationships with co-workers and suppliers
- Other duties as assigned.

**To perform the job successfully, the candidate should demonstrate the following competencies:**

Persuasiveness – Reasons effectively to convince other party. Achieves goals and alter views by demonstrating shared benefits.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; able to multi- task; plans for additional resources; sets goals and objectives; develops realistic action plans in a fast-paced environment.

Negotiation Skills - Explores positions and alternatives to reach outcomes that gain acceptance of all parties.

Problem Solving - Identifies and resolves problems in a timely manner; develops alternative solutions.

Discernment/Judgment - Makes decisions authoritatively and wisely, after adequately contemplating various available courses of action.

Oral and Written Communication - Listens and gets clarification; responds well to questions.

Judgement – Makes sound and well-informed decisions; perceives the impact and implications of decisions; makes effective and timely decisions.

Safety and Security - Observes and enforces safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Education/Experience:

Bachelor's degree (B. A.) in a business discipline from a four-year college or university and 5+ years related materials/purchasing experience and/or training. A technical background is a plus.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above 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.

We offer a clean, bright work environment as well as a competitive starting rate, 401(k) with company match, medical, dental, life and disability benefits and more!

Qualified candidates should submit a cover letter, resume and salary requirements.

**Due to the confidential nature of our business, no in-person applications can be accepted.**

PHOTONIS Defense, Inc. is an AA/EEO/ADA/Veteran Preference Employer.