



<b>POSITION DESCRIPTION</b>	
<b>Position:</b> Senior Buyer/Planner	
<b>Exempt:</b> Yes	<b>Job Code:</b> TBD
<b>Division:</b> Miller	<b>Shift:</b> Day
<b>Dept:</b> Supply Chain	<b>Location:</b> Glencoe
<b>Directly Reports to:</b> Buyer/Planner Supervisor	<b>Confidential:</b> Yes
<b>Indirectly Reports to:</b> Director of Supply Chain	
<b>Updated by:</b> Chris Skappel	<b>Date last reviewed:</b> 07/20/2016

**Summary:** The Senior Buyer/Planner is primarily responsible purchasing components and finished goods from both international and domestic suppliers, planning production and out plant demands to maintain appropriate stocking levels in the Distribution Center. This individual also participates in more complex supplier relationships. This position works closely with the manufacturing, distribution, sales, engineering, customer service and accounting. This position assists buyer/planners with supplier meetings and negotiations.

<b>Resp. #</b>	<b>% of time</b>	<b>Essential Functions:</b> To perform this job successfully, an individual must be able to perform each essential duty listed below satisfactorily.
1	5%	Manage system parameters for all purchased/manufactured items consistent with internal policies. Purchase and/or direct the purchasing of finished goods supplied into the Distribution Center per system requirements.
2	10%	Meet inventory stocking level requirements established by policy including excess and obsolete inventory. Develop plans to reduce inventory where necessary.
3	5%	Collaborate with Forecast Analyst to ensure the rolling 12 month forecast is updated as needed. Provide feedback when necessary.
4	10%	Participate in Product Support Projects as assigned. Support the Director of Supply Chain with special projects as required.
5	5%	Provide assistance to the Buyer/Planners by attending supplier meetings and providing guidance with more complex supplier negotiations.
6	25%	Negotiate finished good, raw material and other component pricing with both international and domestic suppliers to provide favorable outcomes for Miller Manufacturing.
7	10%	Mentor Associate Buyer/Planner by answering questions, resolving Quality issues and negotiations with Suppliers.
8	10%	Assist Buyer/Planner Supervisor with the sourcing of new products when necessary.
9	10%	Provide feedback to Suppliers regarding quality, price and on time delivery. Put action plans in place for continuous improvement.
10	10%	Participate in 4DX cross functional projects to meet Company objectives.

<b>Company Wide Expectations:</b>		
<b>1</b>	<b>100%</b>	Remain Drug and Alcohol free while on Miller Manufacturing premises and within the scope of duty.
		Understand and comply with all Miller Manufacturing policies and procedures.
		Support the Mission, Goal and QUEST (see attached)
		Observe safety and security policies and procedures and use equipment and materials accordingly.
		Duties may be added, deleted or modified at any time, at the discretion of management, via written, verbal, formal, or informal means.

<b>Core Competencies:</b> The strategic skills listed below are needed to perform the job satisfactorily	
<b>1</b>	<b>Problem solving</b> —identifies and resolves problems in a timely manner, gathers and analyzes information skillfully and maintains necessary communication
<b>2</b>	<b>Interpersonal skills</b> —maintain open communication with fellow employees, supervision, and management, remains open to others' ideas and exhibits willingness to try new things.
<b>3</b>	<b>Planning/organizing</b> —prioritize and plans work activities and uses time efficiently
<b>4</b>	<b>Quality control</b> —demonstrates accuracy and thoroughness and monitors own work to ensure quality
<b>5</b>	<b>Adaptability</b> —adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
<b>6</b>	<b>Dependability</b> —consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance
<b>7</b>	<b>Professionalism</b> —maintains professional appearance and attitude at all times

<b>Knowledge, Skills and Abilities (KSA's):</b> The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of the job.	
<b>K</b>	<p><b>Knowledge, Education and/or Experience:</b></p> <ul style="list-style-type: none"> <li>○ Requires a high school diploma or general education degree (GED,) three to five years of related experience and/ or training, or the equivalent combination of education and experience. This position also requires at least three years of experience using a database system.</li> <li>○ On the job training may be required.</li> </ul>
<b>S</b>	<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>○ Language: <ul style="list-style-type: none"> <li>● Read, analyze, and interpret general business periodicals, professional journals, technical procedures, governmental regulations and professional drawings</li> <li>● Write reports, business correspondence, and procedure manuals</li> <li>● Present information to and respond to questions from groups of managers, clients, customers, and the general public</li> </ul> </li> <li>○ Mathematics: <ul style="list-style-type: none"> <li>● A qualified candidate must possess the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, fractions, and decimals. Candidate must also possess the ability to apply abstract concepts such as fractions, percentages, ratios, and proportions to practical situations.</li> </ul> </li> </ul>
<b>A</b>	<p><b>Abilities:</b></p> <ul style="list-style-type: none"> <li>● Apply common sense understanding to carry out detailed, but non-engaging, written and oral instructions.</li> <li>● Define problems, collect data, establish facts and draw valid conclusions.</li> <li>● Apply good judgment in recognizing scope of authority.</li> <li>● Use of depth perception, close vision, and color vision are all continuously required.</li> </ul>

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Lifting Requirements**

Weight in pounds	Never 0%	Rarely 1-10%	Occasionally 11-33%	Frequently 34-66%	Continuously 67%	Examples	Height
1-10				X			
11-20			X				
21-35	X						

35-50	X						
51-75	X						
76-100	X						
100+	X						

**Movement Requirements**

	Never 0%	Rarely 1-10%	Occasionally 11-33%	Frequently 34-66%	Continuously 67%	Examples
Standing			X			
Walking			X			
Sitting					X	
Talking or hearing					X	
Feeling			X			
Climb/Balance	X					
Kneeling/Crouch/Squat		X				
Reaching upward or outward			X			
Bending the neck side-to-side or front-to-back				X		
Typing					X	
Pinching/finger manipulation					X	
Grasping/Turning the wrist					X	
Taste/Smell	X					

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Severe exposure to hot rubber
- Severe exposure to confined spaces, moving objects, and mechanical parts
- Severe exposure to chemicals and fumes
- Moderate exposure to special equipment such as gloves and protective clothing
- Moderate exposure to sharp objects such as trimming shears
- Moderate exposure to slippery surfaces
- Moderate noise level
- Slight exposure to airborne chemicals
- Slight exposure to toxic or caustic chemicals
- No exposure to ionizing radiation