



<b>Job title</b>	<i>Material Planner/Buyer</i>
<b>Reports to</b>	<i>Senior Buyer</i>

### **Material Planner/Buyer Position Summary**

The Material Planner/Buyer is responsible for supporting the supply plans, translating demand into purchasing to support production, including materials management of raw & pack, work-in-process, excess, and obsolete inventory.

The role is tasked with building and maintaining strong partnerships with manufacturing operations, sales, and service to manage and replenish stock levels to support the schedule and production with operational efficiencies in standard & pre-build business situations. Additionally, the role is expected to identify and expand supplier relationships to support business, and to participate in developing and implementing commodity strategies using data insights.

### **Material Planner/Buyer Duties and Responsibilities**

- Responsibility for material needs of the production schedule within commodity responsibility. Ensure materials are on-site and available for production according to product specifications and schedule
- Release purchase orders to support upcoming planned production, work-in-process and finished products inventory levels.
- Support and provide direction regarding material availability or limitations against inventory plans and develop action plans. Gather resources to address action items and follow up on all material shortage-related issues
- Communicates/elevates issues as needed to stakeholders. Actively interact with manufacturing, quality, warehousing & transportation to solve material issues & react to consumption patterns.
- Work with supply base to ensure material availability; quickly resolving any gaps in availability, capacity, quality, and cost to minimize business impact.
- Development and growth of supplier relationship to sustain business expansion and support new opportunities
- Participate in developing and implementing commodity strategies within areas of responsibility
- Execute contracts with key suppliers, where appropriate, to establish committed support and capacity
- Ensure data maintenance of parts and vendor documentation, including management of supplier scorecard for supplier success measurement
- Accurate and timely reporting of key measurables such as cost reductions and rebates
- Drive for standardization and continuous improvement of processes
- Special projects and new project development as assigned.

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may



be required to perform duties outside of their normal responsibilities from time to time, as needed.

### **Material Planner/Buyer Qualifications**

- Bachelor's degree and minimum 3-5 years of supply chain experience. Similar or equivalent combination of education and experience will be considered.
- Materials management experience including supply/demand planning strongly preferred
- Experience in other areas of the supply chain, specifically purchasing and demand planning desired
- Consumer Packaged Goods Industry experience, preferred
- Proficient in Excel & PowerPoint
- Work well under pressure with limited supervision, and able to make immediate value-based decisions
- APICS certification preferred, CPIM or CSCP a plus
- Experience in planning software is a plus

### **Material Planner/Buyer Skills**

- Effective demonstration of interpersonal and team facilitation skills that are customer oriented
- Adaptability-able to work in a very fast paced high growth dynamic environment. Ability to rapidly pivot to respond to new challenges and variety.
- Capable of strategic cross-functional collaboration with Sales, Operations, Procurement, Quality and Customer Service to ensure team alignment and to execute strategic planning initiatives
- Strong technical skills around data management, analytics, data processing and problem solving & project management skills
- Strong organizational skills, a high level of accuracy and attention to detail
- Able to effectively interact with all levels of management
- Be highly "process driven" and continuously improve the supply chain, planning, scheduling, and materials management
- Strong written and verbal communication skills to communicate ideas and expectations

### **Benefits**

- 401K with a generous match
- Vacation
- Insurance (Health, Dental, Vision, Disability, Life)
- Bonus Plan
- Unique Wellness Incentives

### **Why Hudsonville Ice Cream?**

At Hudsonville Ice Cream, we offer a first-class work environment with a real family feel. We appreciate and recognize the hard work, and dedication of our team members. We firmly believe that our employee's fiscal, physical, and mental health are essential elements to our organization's overall success. It is with this philosophy in mind that we offer a competitive wage and benefits package that starts day one. Moreover, Hudsonville Ice Cream is committed to its team members continual growth and development.