

Buyer/Planner

Reports to: Material Manager

Description:

Are you the ideal candidate for our Buyer/Planner position?

Position Description: Responsibilities will include planning and execution of all direct material purchases including electronic components, PCBs, wire-sets, custom enclosures and packaging, and materials across multiple products and volumes, managing inventory levels, establishing bond programs with our distributors, and coordinating with internal teams. Highly organized and accurate, able to work independently, make sound decisions with good judgment, and exhibit a sense of ownership in keeping the business running smoothly.

Responsibilities:

- Analyzes, maintains and executes to MRP: Issues all purchase orders, releases, and rescheduling for production materials & assemblies, tracks receipt, expedites and resolves issues. Tracks material inventory levels and consumption.
- Establishes pricing, MOQs, lead-time, and assists with bonding programs with distributors and assembly quoting.
- Maintains data integrity of MRP planning parameters. Continuously plans, schedules, and manages material supply to equal demand.
- Coordinate with Suppliers, Accounting, Program Management, Engineering and Sales.

- Supports customers' business needs using standard processes where possible and customized solutions where necessary. Ability to communicate directly with customers in a professional manner.
- Manages supply base and monthly On Time Delivery and Quality. Periodically visits suppliers and participates in supplier audits.
- Optimizes overall cost of materials and makes sourcing decisions based on overall total cost. When possible, optimizes Purchase Price Variance (PPV) by reducing cost of materials and by limiting unfavorable PPV.
- Responsible for Standard setting and management/control.

FUSION is an Electronics Manufacturing Services (EMS) company headquartered in Hillsboro, OR. Rapid growth over the past few years has created the opportunity for expansion and supplier program development. FUSION is a privately held company that offers excellent benefits, competitive salary, and a great place to work and an opportunity for advancement.

At FUSION, our mission is to create success in everything we do. We know that this success stems directly from our people, which is why we strive to bring out the best in every employee. We understand that if we start by hiring A+ player who is not only hardworking but also passionate about what they do, we have an incredible formula for a thriving organization. FUSION empowers people to think creatively, collaborate with one another, and make great decisions.

Live the Fusion Values: Fusion team members strive to live our core values every day. We live, breathe, and believe in our core tenants. They are the foundation of our company. Every decision we make aligns with our values and supports the company's mission of success.

Keep Getting Better: At Fusion, there is no such thing as “good enough.” We never rest on our laurels – and if there is a better or more efficient way of doing something, we’ll find it. Ours is a culture of continuous improvement and perpetually growing from shared experience.

Help each other win: We are more than an organization – we are a family. No one at Fusion operates in a silo. We believe in investing in our team, enjoying each other’s company, and contributing to shared success through mutual respect and collaboration.

Do what is right: Every member of our team understands that true success comes from integrity. We know mistakes are a part of life – but when we make a mistake, we own it, fix it, and learn from it. We see challenge as an opportunity for team collaboration, learning, and growth.

Deliver confidence: When it comes right down to it, we are in the business of facilitating success – which means it is our job to instill confidence with our work. Our customers should always know what to expect from us, and we deliver on our promise – every time.

Requirements

Qualifications:

- Must be a US person.
- Bachelor’s Degree or Associates Degree with at least Five plus years’ experience in electronics component purchasing for manufacturing.
- Knowledge of electronic component types for printed circuit boards, values, packages, and basic specifications experience required. APICS or NAPM certification desired.
- Experience with ERP and MRP systems.

- Excellent communication and analytical skills along with solid problem-solving skills. Ability to work with and lead teams.

- Computer knowledge is required such as: Microsoft Office: Word and Excel (used for manipulation of data using v-lookup, pivot tables, etc.)

- Ability to perform/prioritize multiple tasks with attention to detail required.