

## Buyer Planner

**Barefoot Spas**, one of America's leading manufacturers of hot tubs and swim spas located in Richmond, Virginia seeks a self-motivated, problem solving individual to purchase and plan all production materials, equipment and supplies. Requirements include: Bachelor's degree (or the equivalent combination of education and experience) and 6 years or more of previous purchasing and material requirements planning experience in a manufacturing environment. Proficient with enterprise resource planning software. Hands-on knowledge of Microsoft Office (Word, Excel and PowerPoint). Excellent written, verbal communication and negotiation skills. ASCM (APICS), ISM or equivalent certification/education. Email resume and salary history to: [jobs@barefootspas.com](mailto:jobs@barefootspas.com)

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### Position Title:

Buyer Planner - Level 3 (Senior/Fully Experienced)

### Minimum Education & Experience:

Bachelor's Degree (or the equivalent combination of education and experience) and 6 years of related experience.

### Status:

Professional & Administrative (Exempt)

### Position Summary:

Responsible for and manages all purchasing functions related to production materials, equipment and supplies including: vendor selection, negotiation, purchase order placement, delivery costs, on-time delivery, material quality, supplier follow-up, measurement and control of supplier performance, value analysis, supplier relationship management, evaluation of new materials and business process improvements. Responsible for and manages all material requirements planning functions related to calculating and maintaining planned inventory levels of production materials and supplies including: analysis of bills of materials data, inventory data and the production schedule.

### Responsibilities:

- Purchase, monitor, expedite and report production materials, equipment and supplies to support production and customer order demand.
- Select suppliers according to the type of product, quality provided, lead time, on-time delivery and the possibility of partnership.
- Help to establish optimal quantity of materials to purchase, quality required and the cost impact on budget.
- Negotiate and execute contractual agreements that include pricing, discounts, warranties, delivery and handling.
- Identify and implement material and freight cost savings.
- Manage the purchasing cycle, including quotations, purchase order creation, purchase order follow-up, delivery and quality.
- Check and approve acknowledgements or invoices for orders placed.
- Monitor, measure and evaluate supplier performance and value.
- Ensure the continuous availability of quality materials.
- Calculate economic order quantities.
- Purchase products competitively.
- Make sure material standards are met, any necessary material certifications are provided, and non-conformances or variances are approved and/or minimized.
- Keep inventory investment to a minimum while maintaining planned inventory levels.
- Form partnerships and develop relationships with suppliers based upon mutual principles - who provide a value proposition in areas including product development, efficiencies and flexibility.
- Evaluate new materials.

- Plan materials and supplies using various material requirements planning (MRP) methods including time-phased, reorder point, safety stock and forecast.
- Use the production schedule, bills of materials, inventory record files and item master files for the MRP process.
- If necessary, manually calculate requirements, receipts, orders and projected availability of materials.
- Enter and maintain accuracy of various enterprise system data that relate to material requirements planning and purchasing including: item masters, bills of materials and vendor masters.
- Be a champion of the enterprise resource planning (ERP) system and work with other team members to define and implement the system.
- Provide input for product design, material specifications, engineering changes and business process improvements.
- Understand and use basic applied mathematics in collecting and interpreting data.
- Satisfactorily complete internal and external training as directed.
- Train and assist other personnel.
- Additional related responsibilities as required.

**Knowledge, Skills & Requirements:**

- Bachelor's degree (or the equivalent combination of education and experience) and 6 years of previous purchasing and material requirements planning experience in a manufacturing environment.
- Positive, can do attitude.
- Proficient with ERP software.
- Hands-on knowledge of Microsoft Office (Word, Excel and PowerPoint).
- Excellent written, verbal communication and negotiation skills.
- ASCM (APICS), ISM or equivalent certification/education.
- Customer focused - understanding customer needs and requirements.
- Organized.
- Self-motivated.
- Problem solver.
- Work well with minimal supervision.
- High degree of judgement.
- Strong attention to detail and high level of accuracy.
- Set priorities and follow tasks through completion.
- Capable of working in an environment in which demands and priorities change.
- Direct daily interaction with other departments within the company as well as with suppliers.
- Understand and adhere to all company policies, environmental health, and safety guidelines.
- Type 35+ WPM accurately.
- Excellent attendance.
- Able to work overtime when required.
- Valid Virginia driver's license and reliable transportation.
- United States Citizen or have current Green Card status.
- Consent to pre-employment and random drug testing.

**Compensation:**

Based upon overall knowledge and experience.

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**Key Words:**

APICS, Association for Operations Management, Association for Supply Chain Management, ASCM, Buyer, Buyer/Planner, Buying, Enterprise Resource Planning, ERP, Institute for Supply Management, ISM, Manufacturing, Material Requirements, Material Requirements Planning, Materials, MRP, Plan, Planner, Planning, Procure, Procurement, Production, Purchase, Purchasing, Supply Chain, Supplier Scheduler, Vendor