

## Sr. Manager – Planning & Purchasing

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**Reports to:** VP Operations

**Department:** Operations

**Classification:** Exempt

**Effective Date:** 07/28/2025

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### Job Summary:

We are seeking a Sr. Manager – Planning & Purchasing who thrives in dynamic environments and is comfortable making decisions in uncertain and evolving situations. This individual will lead production planning, demand planning, purchasing, and inventory management to ensure on-time delivery of products while aligning with long-term growth and operational efficiency goals. The ideal candidate is a strategic thinker with a strong operational mindset, capable of driving cross-functional collaboration and continuous improvement.

This role operates within the Entrepreneurial Operating System (EOS) framework, requiring a leader who embraces accountability, clarity, and strong critical thinking skills. The Sr. Manager – Planning & Purchasing is expected to take initiative, contribute to Level 10 Meetings™, and drive measurable results aligned with company Rocks and scorecard metrics.

### Key Responsibilities:

- **Lead enterprise Integrated Business Planning (IBP) process:** Drive the holistic IBP process across KTI, with specific accountability for the Supply Review, demand planning, inventory and operations performance.
  - **Develop & Execute Production Planning Strategies:** Create short- and long-term production schedules and capacity models to meet customer demand and business objectives.
  - **Oversee Purchasing Operations:** Lead the purchasing team to secure materials and align with manufacturing on production plans, resource availability, and equipment capacity.
  - **Analyze Supply Constraints:** Use data to identify and mitigate short- and long-term supply bottlenecks. Drive all capacity planning needs across the organization.
  - **Drive On-Time Delivery & Customer Satisfaction:** Lead cross-functional teams to meet delivery targets and ensure high levels of customer satisfaction.
  - **Optimize ERP Planning Parameters:** Establish and maintain ERP system parameters for planning and inventory, including safety stock, Kanban, and inventory levels.
  - **Inventory Control & Accuracy:** Own inventory control processes, including BOM management, item setup, and root cause analysis of variances.
  - **Lead Physical Inventory Processes:** Manage annual physical inventory counts and reconciliation efforts.
  - **Champion Process Improvement:** Identify and implement best-in-class planning and purchasing practices.
  - **Lead with an Entrepreneurial Spirit & Operational Discipline:** Proactively identify opportunities, ask the right questions, and drive results in an ever-changing environment.
  - Other duties as required
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### Qualifications:

- **Core Values:** Embrace and foster company values of Integrity, Excellence, People Chemistry, Golden Rule, Courage and Servant-Leadership
- **Experience:** 10+ years in supply chain management with leadership in production planning and purchasing. Manufacturing experience required.
- **Certifications:** ASCM CPIM, CSCP, or CPSM preferred.
- **Skills:** Strong project management, communication, and analytical skills. Ability to lead cross-functional teams and manage competing priorities.
- **Mindset:** Detail-oriented with a strategic view; adaptable to changing priorities and committed to continuous improvement.
- **Technology:** Proficiency in ERP systems and data analytics tools (PowerBI preferred).
- **Education:** Bachelor's degree in supply chain, Business, or related field (MBA preferred).
- **Travel:** Overnight, up to 20%

### Compensation:

- Estimated annual base salary range: \$130,000 – \$150,000, plus eligibility for performance-based bonus compensation.
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