
Reports to: Senior Planning and Purchasing Manager Department: Planning & Purchasing

Classification: Exempt Last Updated: 6/9/2026

Job Summary:

The Materials Buyer is responsible for ensuring uninterrupted material supply to support production schedules and customer demand. This role plays a critical part in maintaining supply continuity by proactively managing purchase orders, supplier performance, and material risks across a dynamic and fast-paced manufacturing environment. The position works closely with Production Planning, Suppliers, and Cross-Functional teams to identify potential shortages, drive recovery actions, and maintain accurate system parameters to enable effective planning and execution.

Essential Functions:

- Execute and manage purchase orders in line with APS/MRP signals and production requirements
 - Expedite or reschedule orders based on changing demand and production priorities
 - Monitor supplier confirmations and ensure alignment to required delivery dates
 - Manage day-to-day supplier relationships to ensure service, quality, and delivery expectations are met
 - Track supplier performance and support corrective actions where needed
 - Challenge supplier commitments and ensure realistic and achievable delivery plans
 - Maintain accurate supplier and material data in ERP (Infor / SyteLine, SAP, Oracle, or similar), e.g. lead times, MOQ, pricing, order multiples
 - Participate in supply review discussions and operational alignment forums
 - Ensure materials are delivered on time and in full to support production schedules
 - Proactively identify material shortages and supply risks before impacting production
 - Develop and drive recovery plans in collaboration with suppliers and internal teams
 - Escalate critical risks with clear mitigation actions and timelines
 - Maintain visibility of high-risk components across key SKUs and BOM structures
 - Support issue resolution related to delays, shortages, or quality concerns
 - Partner closely with Production Planning and Senior Supply Planning to align material priorities with production schedules
 - Support New Product Development (NPD), packaging changes, and product transitions
 - Communicate supply risks, delays, and recovery plans clearly to stakeholders
 - Support continuous improvement of APS/MRP parameters to improve planning accuracy
 - Ensure data integrity to enable effective supply planning and inventory management
 - Support inventory strategies by balancing supply availability with inventory targets
 - Provide input into safety stock decisions for critical materials
 - Identify excess, slow-moving, or at-risk materials and support mitigation actions
 - Other duties as assigned
-

Key Competencies:

- Bias for Action: Responds quickly to supply risks and operational challenges
- Problem Solving: Identifies issues early and drives practical solutions
- Communication: Clear, proactive, and confident in stakeholder engagement
- Supplier Management: Builds strong relationships while holding suppliers accountable
- Resilience: Thrives in a fast-paced, changing environment
- Attention to Detail: Ensures accuracy in orders, data, and follow-ups

Job Qualifications:

- Minimum five (3-5) years supply chain and purchasing experience with bachelor's degree in Business, Supply Chain or Purchasing or related field required.
 - Ability to function effectively in a results-oriented, fast-paced growth environment.
 - Ability to work independently and make sound decisions while working with changing priorities and competing demands
 - Ability to effectively present information, data, recommendations to all levels
 - High attention to detail; analytical and strong critical thinking skills
 - Strong experience with ERP/APS/MRP systems (Infor/SyteLine preferred, SAP or similar)
 - Advanced proficiency in Excel and Microsoft Office tools
 - Some travel required
 - Embrace and foster company values of Integrity, Excellence, People Chemistry, Golden Rule, Courage and Servant-Leadership.
-