

Description	
Job Title	Buyer Planner
Reports to Title	Global Director Manufacturing
General Accountability	<p>Our mission is to Profoundly change the standard of care by creating a tomorrow where clinicians can confidently ablate tissue with precision; a tomorrow where patients have access to safe and effective treatment options, so they can quickly return to their daily lives. Changing the standard of care is part of our fabric. We are a group of energetic, problem-solvers focused on innovation, and looking to change the world. If you want to make a Profound impact with your career, while making a difference in other people’s lives, here is your chance.</p> <p>As the Buyer Planner you are primarily responsible for the ongoing procurement and negotiations of materials, components, equipment, supplies and services that meet the quality standards of the company. Assume full responsibility for planning requirements and supply chain management to ensure timely (scheduled) deliveries of goods and services within budget and/or standard costs. Relies on experience and judgement to plan and accomplish goals.</p>
Duties and Responsibilities	<ul style="list-style-type: none"> ▪ Procures materials components, equipment, supplies and services necessary for the operation of the company; ▪ Plan, schedule, and monitor goods and services to meet the production requirements of the company employing such techniques but not limited to JIT, Kanban, Blanket POs, and Reschedules; ▪ Check requisitions and MRP requirements, contact and evaluate sources, examine bids and makes awards; ▪ Set-up and maintain material, supplier and planning system data in the MRP/ERP system; ▪ Exercise a good working knowledge of goods, services, and sources of supply to make purchases at prices consistent with quality and quantity requirements; ▪ Determine material requirements from Engineering and production schedules and coordinate the efficient movement of materials through production cycle; ▪ Identify and evaluate sources of supply consistent with quality and quantity requirement of the company; ▪ Evaluates bids consistent with the total cost of ownership; ▪ Establish goals and objectives that support the department and company objectives. Follow up on objectives to ensure compliance; ▪ Take on special assignments as warranted; such as projects to resource commodities; ▪ Work with receiving, finance and suppliers to reconcile discrepancies in receiving and invoicing; ▪ Develop, Implement and Support sourcing and supplier management initiatives; ▪ Negotiate pricing, delivery, lead-time, etc., with suppliers and partner;

	<ul style="list-style-type: none"> ▪ Conducts business by using appropriate judgment for actions, maintains high standard of work behaviours. Refraining from soliciting or accepting gifts, prejudicial discounts, entertainment, favors, or services from present or potential suppliers that might influence or appear to influence, purchasing decisions; ▪ Ensure that the highest quality standards are maintained in all functions & responsibilities of the job as well as executed in a manner, which supports companies quality standards; ▪ Maintain Metrics; ▪ Support Lean activities and initiatives; ▪ Support EHS activities and initiatives; ▪ Perform other duties/special projects as assigned.
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Competencies	
Education	BS in a Supply Chain and Operations Field, BA equivalent, certification, or relevant work experience
Certifications	PMAC designation (preferred)
Key Attributes (experience, skills and technical knowledge)	<ul style="list-style-type: none"> ▪ 5+ years of material buying and planning in a manufacturing setting. ▪ Previous experience in a Medical Device Manufacturing environment is an asset ▪ Experience with MRP / ERP systems ▪ Experience in electromechanical product engineering environment ▪ Experience in supply chain management and inventory control ▪ Demonstrated negotiation skills ▪ Proficiency in MS Office products (especially Word, Excel, Visio and Project) ▪ Ability to work in a cross-functional team environment ▪ Excellent oral and written communications skills; ability to communicate with technical and non-technical teams ▪ Ability to communicate effectively and build strong relationships with external partners ▪ Must be a highly motivated self-starter and be able to work under ambiguity ▪ Must be organized and able to balance multiple priorities appropriately ▪ Must be goal-focused and committed to completing task. ▪ Logical thinking with creative problem-solving ability ▪ Detail-orientated, highly motivated, patient and diligent