



Buyer/Planner I

Cary, IL

Consensys Imaging Service, Inc. currently has an opening for Buyer/Planner I in the Cary, IL corporate office. The Buyer/Planner I is responsible for replenishing inventory as defined by demand reports, placing purchase orders, confirming orders, expediting, and generating requests for quotes, using only approved suppliers in order to ensure that quality requirements are met. The Buyer I relies on instructions and pre-established guidelines to perform the functions of the job under direct supervision.

Roles & Responsibilities:

- Establish and maintain strong professional relationships with suppliers
- Quote, negotiate, and place orders for assigned materials at the most economical prices and the highest quality with on-time delivery
- Maximize product quality and supply integrity based upon approved suppliers
- Establish priorities to conform to lead times necessary for procurement of materials and services and ensure materials are available for sale
- Plan and procure demand in support of forecast and inventory goals
- Create purchase orders (POs) and replenish stock in a timely manner
- Use Company credit card or PO to commit and release orders to suppliers
- Re-schedule and release purchase order delivery dates as required to meet operational needs while optimizing/reducing expedite fees
- Track market activities, project possible future cost implications for relevant materials, and present findings to Finance and Supply Chain Departments
- Assist in inventory activities: cycle counts, receiving, physical movement of materials
- Participate in parts on-call rotation
- Other duties as assigned

Requirements:

Education & Certifications

- High School Diploma (or GED) required; BA/BS degree preferred

Experience

- 1+ years of purchasing experience or related background required
- 3+ years of experience in an FDA-regulated and ISO 9001-certified medical device manufacturing environment highly preferred
- Experience with automated MRP systems within an ERP environment highly preferred

Travel

- Minimal, if any

Competencies

- Proficient verbal and written English language skills
- Proficient with MS Office applications, including Excel, Word, and Outlook; and ERP software
- Quality- and customer-service driven to consistently delight internal and external customers
- Team player who is willing to go above and beyond to help others
- Self-motivated, proactive, and resourceful
- Positive, professional attitude



- Establishes and maintains effective working relationships based on mutual trust, respect, and cooperation with manager(s), executives, co-workers, customers and/or vendors
- Confident, assertive, and tactful in dealing with other departments, outside representatives, and Consensus management
- Reacts quickly and adapts to changes in priorities, circumstances, and direction
- Analyzes, troubleshoots, and resolves logistical and work-flow related problems
- Applies high level of attention to detail and accuracy
- Remains calm under pressure
- Applies strong analytical and critical thinking skills and proactively solves problems
- Organizes, prioritizes, and effectively carries out multiple job responsibilities in an interrupt-driven environment
- Works effectively with minimal supervision

Physical Requirements

- Able to lift up to 75 pounds to table height on occasion
- Able to sit, stand, bend, crouch and climb
- Able to operate a forklift or to be certified to operate a forklift within 8 weeks of hire
- Able to work in warehouse conditions on occasion