

# Tahitian Noni International

## Job Description

**Job Title:** Buyer Planner II

**Supervisor's Title:** Senior Manager, Planning and Production

**Grade:** 20

**FLSA Status:** exempt

### **Job Summary:**

Plans and prepares production schedules for manufacture of industrial or commercial products by performing the following duties.

### **Essential Duties and Responsibilities:**

- Locate and set up new vendors as needed.
- Create and schedule product production.
- Source raw materials needed for 3<sup>rd</sup> party production.
- Responsible for purchasing and planning.
- Responsible for initiating shipments from MRP to fulfill inventory.
- Responsible for Supply Management.
- Prepares production reports.
- Prepares lists of required materials, tools, and equipment.
- Works with marketing to develop product rollout as well as to determine discontinue/phase-out timelines (i.e. develops plan, ensures all data in the system supports the plan, etc.).
- Create and maintain Bills of Material.
- Analyzes forecast to actual reports to respond to spikes in demand.
- Any other duties and/or responsibilities as assigned.

### **Required Qualifications:**

- Bachelor's degree plus 2-4 years of purchasing/planning experience or equivalency.
- Knowledge of MRP and/or DRP.
- Good communication and organization skills.
- Planning and/or purchasing experience.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- APICS or NAPM certification preferred as well as experience with ORACLE Software.

### **Working Environment:**

- An office environment.

### **Contact Information**

- [If you are interested, call 801-234-1000 and ask for Human Resource dept.](#)