

JOB TITLE**Materials Planner and Coordinator****WHO WE ARE**

We are a \$50M+ and growing distributor of a narrow line of automotive, recreation and industrial products, based in New England and serving our customer base throughout the northeast and mid-Atlantic. We operate via multiple branch warehouses and a single larger distribution center, each of which receives truckloads of product direct from manufacturers as well as transfers between each other.

MISSION - PURPOSE OF THE JOB

The Materials Planner and Coordinator, along with other members of the team, is responsible for the flow of inventory including purchasing and receiving and associated reconciliations, and transfers between facilities, to ensure that we meet our fulfillment goals for our customers.

LOCATION

Auburn, MA

KEY RESPONSIBILITIES

- Identify and resolve supply exceptions by expediting purchase orders, re-allocating existing inventory and establishing safety stock parameters.
- Make purchase decisions based on target inventory levels, order fill rates and demand variables
- Work closely with the Company Distribution Center, Branches, Customer Service, and Sales teams to ensure target order fill rates are being met for daily customer orders
- Monitor receipts and transfers in order to ensure the timely delivery and availability of product in addition to the department's inventory plan
- Manage new program introductions from purchase through receipt
- Ensure product arrives to meet customer dates and specifications
- Other duties as required

SKILLS/COMPETENCIES/EXPERIENCE**PROFICIENCIES REQUIRED:**

- Strong analytical skills.
- Demonstrated professionalism and the ability to interact with internal and external customers across all levels of an organization.
- Proficient with MS Office programs with Strong Excel knowledge.
- Strong business partnering skills
- Autonomous, with strong ability to work effectively alone or with a group.
- Ability to work in a fast paced environment
- Excellent communication skills

QUALIFICATIONS:

- 2- 5 years' experience in a purchasing or logistics role.
- Oracle/Netsuite Experience a plus

ADDITIONAL COMPETENCIES REQUIRED:

- Perseverance - Pursues everything with a great attitude, energy, drive, and a need to finish; seldom gives up before finishing, especially in the face of resistance or setbacks.
- Time Management - Uses his/her time effectively and efficiently; values time; concentrates his/her efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities

BEHAVIORS:

- Self-motivated
- Strong work Ethic
- Innovation
- Dependable
- Entrepreneurial Spirit
- Detail oriented