



For the attention you deserve

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Job Description: Buyer /Production Planner

ROLE AND RESPONSIBILITIES

The Buyer and Production Planner is responsible for purchasing and maintaining inventory of all our products, packaging and shipping supplies, PPE and other necessary to successfully keep our customers supplied with products in a timely manner. The role is also charged with planning and tracking each day's production and making sure the orders are completed for on time delivery for both A.G. Layne and Sunland Chemical.

- Check daily inventories and place orders for resupply to maintain stock of products, pallets, drums, and related items required to ship goods. Communicate purchase orders with the Quality Specialist.
- Communicate with the General Manager on all import orders and documents related to the same, as well as the date the imported material was received.
- Maintain and reorder as necessary all PPE equipment, warehouse supplies, supplies for our trucks, forms, toner and inks, labels, and other supplies necessary to operate all office equipment.
- Be vigilant when ordering products and supplies to negotiate the best price possible.
- Daily meeting with production crew about the orders and the status of completed orders, ready for shipment, sort the deliveries for the next day into driver routes for the staging personnel, find out the driver's start times for the ensuing day.
- Follow all company safety protocols, PPE requirements and procedures at all times, and maintain a polite professional attitude toward all vendors, customers and employees.
- Create and maintain electronic data as required to include but not limited to order status, purchase order status, inventory reports, rail car inventory and post the same on the cloud.
- Collect receivers and match with P.O. give to A/P
- Take responsibility for and keep a clean and organized office and storage area for office supplies, labels etc.
- Assist employees when requested and follow instructions given by management personnel.
- Collaborate and assist in projects when requested and welcome new duties/responsibilities.
- Track vendor performance and bring to the attention of management areas of concern and poor performance on the part of a vendor.
- Other duties are assigned.
- Be flexible and willing to work overtime when required.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

This position requires the ability to follow detailed and special instructions, safety and PPE requirements and familiarity with Microsoft Office software required. Prior verifiable experience in a purchasing position is required. Good command of managing inventories and equipment, preparing reports and strong follow-up, and negotiating skills. Must be able to develop and maintain good relationships with all parties.

PREFERRED SKILLS

Having an analytical mind and the ability to problem solve, paying close attention to details and the ability to work well with supervisors and peers, strong software skills and the ability to follow directions.

Version: 1

Date: 8-18-2023

Approved: Michael Lee