**Job Summary**
Overall responsibility for material purchasing, production scheduling, and material planning functions.

**Primary Duties and Responsibilities**
- Develop Vendor Partnerships and performance measurements for Quality/Service.
- Develop a production plan that supports requirements identified by the Product Supply Team plus meets equipment utilization and productivity goals.
- Responsible for ensuring material availability to meet production plan.
- Develop and review production orders to determine most efficient purchasing and run quantities.
- Maintain Production Planning/Purchasing systems and procedures.
- Linkage with Marketing to develop new products and packages plus determine end of season purchase requirements.
- Responsible for overall material inventory levels. Identify components as active or substitute; dispose of obsolete materials.
- Establish and maintain area Key Productivity Indicators.
- Comply with all company policies and procedures, including attendance and performance expectations.
- Perform other duties and responsibilities as assigned or required.
- Any other duties as required by Manager

**Education and Experience Profile**
- Bachelor's degree in business, industrial management, purchasing or related field of study.
- 2-5 years related work experience and training.
- Equivalent combination of education and experience.
- APIC certification and/or ERP and/or SAP experience desired but not required

**Required Skills**
- Working knowledge of material purchasing and production planning systems, concepts and processes.
- Accurate and advanced desktop computing skills in Microsoft Excel, Word and other related software.
- Ability to meet the needs of customers.
- Ability to work in a fast-paced, deadline driven environment.
- Ability to collaborate with various stakeholders through effective communication skills (written, speaking, presentation, active listening)
- Ability to perform the essential functions of the position with or without reasonable accommodation.

**Work Environment**
Working conditions are normal for an office environment.
The above information on this description has been designed to indicate the general nature and level of work performed by employees within this job/classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

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