

## Buyer/Planner

### Company background

LAUDA-Noah is engaged in the manufacturing, development, distribution, service and support of chillers and heat exchangers for the semiconductor industry, with an installed base of over 10,000 systems worldwide.

20 years ago, Noah Precision pioneered the first integration of thermoelectric devices into temperature control systems for semiconductor wafer processing applications. Today we have the largest installed base of temperature control systems for semiconductor applications, incorporating thermoelectric devices. More than ever, shrinking device geometries, demanding new processes and a highly competitive environment require temperature control systems that combine fast and accurate temperature control with an emphasis on reduced operating costs and improved reliability.

LAUDA-Noah is meeting these new challenges and has incorporated energy saving technology in systems that are friendly to the environment and have a low cost to operate. We have factory trained sales & support personnel in each of the major device manufacturing regions including North America, Europe and Asia Pacific.

### Focus:

The position requires someone who is able to work in a flexible atmosphere; who has a demonstrated ability to work in a team environment; and who is able to make productive use of time. Inherent technical and organizational skills, superior attention to detail and communication skills are essential. Industry experience is not as important as being able to take ownership of the role, be self-directed and have strong negotiation skills.

### Essential Duties and Responsibilities:

- The Buyer Planner is responsible for the day-to-day management of suppliers, contract manufacturers, suppliers of packaging and components as well as for planning purchasing requirements for new and existing and products.
- Coordinates all buying and planning for all suppliers and production work order schedules to meet all MRP demands and Sales Orders.

### Planning

- Plans, prepares, issues, and controls production schedules and material requirements to ensure a controlled flow of approved materials timed to meet production requirements
- Analyzes inventory usage and identifies potential problems and causes that effect inventory level objectives
- Sets up and adjusts Kanban/JIT systems to meet business needs
- Recommends changes to improve product or process efficiency and/or reduce cost using continuous improvement principles

### Buying

- Actively engaged in the day-to-day business of purchasing materials to keep production flowing
- Interprets MRP and makes decisions on stocking and replenishment
- Prepares RFQs and purchase orders
- Interacts directly with suppliers, ensuring purchase order confirmation and on-time/expedited delivery
- Implements improvements within the supply chain improve on time deliveries

## Qualifications and Experience

- Minimum 5 + years global purchasing experience in electronics, semiconductor equipment, manufacturing.
- Working experience with vendor relationships, supply management and customer service.
- Knowledge of ISO certification a plus.
- BS degree in Materials Management, Supply Chain, Business Administration, or other related field. Relevant equivalent work experience may substitute for a degree.
- Background in Manufacturing/Machining (sheet metal, metal finishing, coatings, pcb assemblies and electronic components) preferred.
- Functional understanding of engineering drawings, blueprints, and technical specifications.
- Certification including, but not limited to: APICS, Certified Production and Inventory Management (CPIM) or Certified Supply Chain Professional (CSCP) is preferred.
- 3+ years' experience managing personnel.
- In-depth knowledge of computerized manufacturing systems and concepts (MRP / Shop Floor Control); pcMRP preferred.
- Strong computer skills and knowledge of computer software (Windows, Word, Excel, Outlook).
- Demonstrated knowledge of business and management principles involved in resource allocation, leadership technique, production methods, and cost management.
- Strong communications skills both verbal and written.
- Strong analytical and problem solving skills.
- Must be able to juggle multiple tasks simultaneously and be able to prioritize tasks by levels of importance and urgency.

This is a full time hourly position with great benefits. The pay rate is commensurate with experience.

Candidates who are not US citizens or permanent residents need to have authorization to work in the US in order to apply.