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| Date: March 11, 2020  Position: Materials Planner and Expeditor  Hours: Monday – Thursday, 7:00 AM - 5:30pm  Reports to: Materials Manager  We are looking for an energetic, hard-working, self-starter to join our team.  **Summary** The Materials Planner and Expeditor will be responsible for communicating with vendors and shipping companies to ensure that all critical deliveries arrive on time. You will also be responsible for communicating with internal departments and facilitate the workflow and materials in our business.  **Essential Duties and Responsibilities** include the following. Other duties may be assigned.   * Determining the required materials and generating purchase orders. * Ensuring the consistent and adequate supply of materials necessary for production. * Coordinating with other departments regarding production goals, timelines, etc. * Facilitate flow of materials between various departments including being a liaison between production and sales. * Tracking production volume and monitoring customer demand patterns and purchasing trends. * Liaison to customers, suppliers and distributors. * Collaborate with vendors to ensure purchase orders were received and timely delivery of goods. * Work with vendors to solve invoicing issues that could delay critical shipments. * Deliver all purchase orders to vendors by email. * Grow professional relationships with various internal and external colleagues. * Meet and collaborate with manager to assess reliability of suppliers and vendors and identify solutions for problems. * Manage schedule changes and cancellations. * Prepare cost estimates and performance reports. * Perform general clerical duties. * Follow company guidelines, instructions, policies and procedures. * Other duties as assigned.   **Supervisory Responsibilities**  This job has no supervisory responsibilities.  **Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  **Education and/or Experience**   * High school diploma/GED required. * Associate Degree (A.A.) or equivalent from a two-year College/technical school; and/or 2+ years’ experience in a similar role; * Strong organizational and time management skills. * Knowledge of manufacturing processes and supply chain management. * Proficient understanding of materials and services procurement. * Good communication skills, both verbal and written. * Proficiency in Microsoft Office * Strong analytical and problem-solving skills. * Proficient people skills. * Ability to comply with company policies and procedures. * Must complete and pass IPC Qualified Electronics Assembler Certification within 6 months of CCK Employment and maintain annual certification.   **Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  While performing the duties of this job, the employee is frequently required to stand and walk. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must regularly lift and /or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and color vision.  **Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  While performing the duties of this Job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate quiet. |