



Material Planner

Location

Job Summary: Plan and direct the flow of material to the production lines. Ensure that purchased and manufactured materials are available for production in a timely yet cost-effective manner. Work with the Production Planner in a team environment to support manufacturing schedules. Work with the Buyer(s) in expediting materials to meet customers' needs. As needed, will assist the Buyer(s) during their absence.

Reports to: Purchasing Manager

Essential Duties:

- Analyze and respond to MRP messages to determine proper material flow to support production.
- Assist in reducing material lead times and manufacturing cycle times in order to support MRP/Build to Order shop requirements.
- Place purchase orders with suppliers as required to ensure proper material flow and follow-up on confirmation dates from the suppliers as needed.
- Monitor balances on Blanket Orders and advise Buyer(s) when to initiate a new Blanket Order.
- Enter Transfer Orders after evaluation stock availability at the other Basler facilities.
- Assist in resolving packing slip/receiving issues.
- Review impact of ECOs on the production schedule. Ensure that material is managed to minimize the company's cost in reacting to engineering changes.
- Meet with the Production Supervisor and Production Planner to ensure customer promise dates are met.
- Perform other duties as assigned.

Requirements:

- Associate degree preferred or related experience in an MRP shop.
- Minimum of two years' experience in purchasing/scheduling roles.
- Working knowledge of computer systems, PC's, as well as good oral and written communication skills.
- Ability to work in a variety of environments including office and manufacturing areas.



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Contact:

Basler Electric welcomes employment applications received directly from interested candidates. We prefer that you submit your resume in Microsoft® Word or Adobe® PDF format.

Basler Electric Company
Human Resources
12570 Route 143
Highland, IL 62249-1074

Tel: +1 618.654.2341, ext. 251

Fax: +1 618.654.2351

Email: employment@basler.com

Benefits:

Basler offers a comprehensive benefits package which offers: Medical, Prescription, Dental, Vision, Life, and AD&D insurance; a 401k plan; paid leaves for Vacation, Holiday, Sick, Jury Duty, Bereavement; tuition reimbursement. All benefits are subject to eligibility requirements.

Compensation:

We anticipate filling the Material Planner position with an expected compensation range of \$22 - \$25/hour. We are open to reviewing additional candidates with more or less experience and the pay range may differ if filled at a different level. Our pay ranges are determined by job, responsibility, and location. Starting pay and job title are based on location and job-related factors such as candidate experience, training, knowledge, and skills.