



Upstart Power

JOB DESCRIPTION

Job Title:	Supply Chain Buyer / Planner
Department:	Operations
Reports To:	SVP of Manufacturing and Engineering
Status:	Salaried – Exempt
Hours/Work Days:	40 hours per week (Monday through Friday)
Location:	Southborough, MA
Last update (date):	August 5, 2021

SUMMARY

The Supply Chain Planner/Buyer position is a key role within Supply Chain. Excellent organizational skills, ability to balance short term priorities and exceptional information analysis skills are a necessity.

Key objectives will be achieving/improving/exceeding targeted customer service levels, managing inventory levels and targets, and managing supply and demand within the Global supply chain.

SPECIFIC ESSENTIAL DUTIES & RESPONSIBILITIES

- Plan and execute procurement of raw materials from US and international suppliers
- Maintain strong working relationships and communications with manufacturing and key suppliers to confirm production/shipping schedules and monitor open purchase orders for all orders to ensure on-time deliveries
- Proactively report product and material availability issues
- Coordinate inventory planning and replenishment of raw materials and components in conjunction with our program management teams
- Analyze and manage MRP, Source list, Material master/parameters.
- Revise essential system planning data to ensure the MRP system is effectively planning future requirements
- Inventory Management: Support reporting, inventory parameters, reduction and reserve percentage measurements, Product Life Cycle management
- Maintain purchase order status and shipment tracking information in the ERP system
- Supplier Management: RFQ, Cost saving initiatives, Negotiations, Supplier relationship/evaluation
- Project management: new product launch

- Provide support to Customer Service, Sales team, Product Management with business and product strategy
- Participate and contribute to monthly S&OP (Sales & Operations Planning) process
- Complete special projects and assignments as requested

KNOWLEDGE, SKILL & EXPERIENCE REQUIREMENTS

- Bachelor degree in Business, Operations, Supply Chain (minimum 5 years relevant and experience).
- Minimum of 3 years Supply Chain (planning & procurement) experience:
- Odoo ERP system experience preferred
- APICS CPIM/CSCP, CPSM certification completed or in progress, preferred
- Knowledge and understanding of Supply Chain concepts and application
- Strong analytical, planning and organizational skills
- Effective negotiation skills
- Strong interpersonal and communications skills (oral & written)
- Self-starter with ability to work independently under pressure and react quickly to changing priorities
- Proficient in Microsoft Excel

BEHAVIORAL COMPETENCY REQUIREMENTS

<i>Action oriented</i>	<i>Customer focus</i>	<i>Written communication</i>
<i>Negotiating</i>	<i>Organizing</i>	<i>Problem solving</i>

WORK ENVIRONMENT (include physical requirements)

- Office
- Limited travel expected

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