



Position Title: Buyer/Planner
Immediate Supervisor Title: Lead Buyer/Planner
Department: Supply Chain
Location: New Kensington, PA
FLSA Status: Salaried Exempt

Bacharach is a global leader in design, manufacture and service of HVAC-R instrumentation, from refrigerant and energy monitoring instruments and data analytics to combustion and emissions analyzers. Bacharach products make heating, ventilation, air-conditioning and refrigeration (HVAC-R) industries safer, cleaner, and more energy efficient. Operating since 1909, Bacharach leads through Pioneering Solutions for combustion analysis and refrigerant gas leak detection and monitoring.

Brief Summary of Position Purpose:

Working within a team of other buyer planners, this person will have responsibility for maintaining purchases to support customer and production demand. In addition, they will be responsible for the planning of work order & production programs that support customer requirements and MRP demand by reviewing available capacity.

Essential Functions:

- Creation and tracking of purchases for raw materials, components, MRO items & vendor managed inventory.
- Development, coordination and performance monitoring of the daily and weekly production plans for work cells with the plant.
- Creation and release of work orders and review of available capacity and priorities.
- Monitors and aligns the MPS, customer commitments and daily schedules. Advises internal customers of changes in a timely manner.
- Manages the procurement of materials and services at the lowest cost, in the most efficient manner possible.
- Reviews customer and MRP requirements and plans work orders that support those requirements based on available capacity.
- Work with Production Supervisors to align schedules and capacity to achieve the production plan.
- Work with other Buyer/Planners to review material requirements and make adjustments to the purchasing plans and production schedules as needed.
- Ensure the production flow is not compromised by material shortages.
- Ability to quickly assess the materials issues impacting production schedules and make appropriate adjustments and corrective action.
- Ensure customer service is informed of changes in shipment commitments.



- Coordinate customer orders through the entire supply chain process to ensure on-time delivery performance.
- Establish and prioritize daily production capacity schedules for all work cells and products.
- Other duties as required.

Education/Training/Certifications:

- Bachelors Degree in related field (directly related experience may be substituted on a year for year basis)
- APICS or ISM certification is a plus

Experience:

- Minimum of 1 year of experience in Procurement, Materials Planning and/or Scheduling
- Working experience with MRP/ERP Systems

Required Skill Sets: (e.g., computer skills, communications, math, etc.)

- Effective interpersonal and communication skills, both verbal and written
- Proficiency with Outlook, Word, Excel, PowerPoint and Access
- Effective analytical and problem solving skills
- Ability to work collaboratively with minimal supervision

Physical Demands: (e.g., lifting, travel, etc.)

- Position requires concentration, accuracy, and focused mental effort
- Works in normal office environment
- Regularly required to sit; occasionally walk, stand, reach and bend; talk, hear and see; use hands and fingers, handle or feel objects; lift, push and pull less than five (5) pounds; occasionally lift, carry, push, or pull up to 20 pounds
- May have occasional exposure to a manufacturing plant floor in a clean and relatively low noise environment.
- Travel as needed

Pursuant to the Americans with Disabilities Act (ADA), reasonable accommodations may be made to enable qualified individuals to perform the essential functions of this job. AA/EEO/M/F/D/V