



Position: Buyer/Planner

Location: Sauk Rapids, MN

Division/Department: Purchasing

Exemption Status: Exempt

Posting Date: August 7, 2017

Position Summary

Reviews material demand for actual and forecasted sales and purchases the highest quality raw materials, components and goods, at the most cost-effective price, while meeting delivery dates and controlling inventory. Analyzes material requirements and synchronizes delivery to match the production schedule.

Primary Responsibilities

- Plan and execute all activities involved in the procurement of finished goods, raw materials and/or services from qualified manufacturers and suppliers
- Proactively manage and monitor incoming material vs. demand. Report and resolve material availability issues such as shortages, late deliveries, damaged and/or non-conforming materials.
- Review all purchase needs based on demand planning activities. Place purchase orders to meet delivery expectations.
- Develop strong working relationships with vendors to ensure their performance meets Pinnacle's quality, cost, delivery and accuracy requirements.
- Suggest and implement purchasing and planning practices to reduce inventory and increase turns.
- Update purchase orders in NetSuite ERP system. Insure order acknowledgement and expected delivery date information is received from suppliers.
- Maintain relevant purchasing and demand planning item information in NetSuite ERP system such as supplier pricing, MOQ's, reorder points and leadtimes.
- Support the assembly process to help improve product quality, assembly methods and material flow.
- Assist in reconciling invoices and receiving transaction discrepancies.
- Work according to all set safety procedures.
- Perform other duties and completes special projects as assigned.





Qualifications and Skills

- Requires an Associate Degree and three to five years of related experience; or a combination of education and experience. Bachelor's Degree preferred
- Experience in Purchasing and/or Production Planning (or similar position) in a warehouse/manufacturing environment preferably with experience in imported goods.
- Math skills including the ability to calculate percentages and margins.
- Advanced knowledge of Microsoft Office: Outlook, Excel, Word. Advanced report writing experience, pivot table experience and data graphing a plus.
- Ability to analyze and solve problems; detail-oriented.
- Must demonstrate strong organizational and time-management skills.
- Ability to communicate cross functionally. Excellent listening, verbal and written communication skills.
- Ability to work well under pressure, time-constraints and shifting priorities.
- Working knowledge of ERP inventory systems (NetSuite experience a plus).

Compensation

- Competitive compensation based on qualifications and experience
- Benefits include healthcare, dental, vision, 401K, PTO, life and disability insurance, etc.

Working Conditions

Work is typically performed in a standard office setting. Occasional supplier visits may be required. May be required to work more hours than normal during a regular workweek depending on workload and deadline requirements.

The physical demands 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.

About Pinnacle Climate Technologies

Pinnacle Climate Technologies develops, manufactures and distributes heating and ventilation solutions through commercial, industrial, agricultural, DIY and other retail channels throughout the world. With manufacturing in North America and Asia, Pinnacle serves a diverse customer base in over 25 countries, on every continent. With brands that include MASTER®, Schaefer®, Remington®, Pro-Temp®, Americ®, and Stanley®, Pinnacle is positioned as the global leader in industrial/construction heat, and portable ventilation products.

Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability, veteran status, national origin or other legally protected classifications.

