

Job Title: Production Buyer/Planner

Location: Rocky Mount, NC

Hours: Monday through Friday 8AM to 5PM

Travel: Minimal

SePRO Corporation (www.sepro.com) is a research-based life sciences company providing innovative products and services for specialty environmental and human health markets worldwide. The company designs, manufactures and distributes products that improve water quality and improve plant health. SePRO is a privately held, fast growing company that provides for rapid career development.

We are seeking a Production Buyer/Planner, with experience in manufacturing and supply chain management, for our location in Rocky Mount, North Carolina. The Production Buyer/Planner reports to the Director of Manufacturing and Logistics. The successful candidate will eventually assume people management responsibilities.

Primary Responsibilities:

- 1) Create and develop inventory strategies to minimize backorders and aged inventory.
- 2) Create and execute buying plan for packaging components.
- 3) Execute buying and delivery plan for subregistered products.
- 4) Initiate material transfers to 3rd party warehouses.
- 5) Coordinate production at 3rd party manufacturers.
- 6) Conduct inventory cycle counts and reconciliation at SePRO and 3rd party facilities.
- 7) Create and maintain proper routings and costing for products in Deacom item master.
- 8) Create and maintain Deacom to insure accurate production, purchasing and shipping document printing.
- 9) Provide inventory reports and summaries as needed.
- 10) Create purchase orders, sales orders, and production orders within Deacom ERP system.
- 11) Coordinate periodic planning meetings with Marketing, Sales, Regulatory and Production Departments.
- 12) Quickly become an expert user of Deacom ERP system.
- 13) Arrange freight for shipments as needed.
- 14) Ship hazardous materials by DOT, IATA and IMDG.
- 15) Coordinate import and export shipments.

Education and Experience Requirements:

- BS in Business, Supply Chain Management, or Engineering, MBA is a plus
- At least 2 years experience in, manufacturing, purchasing, planning, supply chain functions.
- Familiar with MRP and common inventory management concepts
- APICS Certification is a plus
- Strong troubleshooting skills
- Computer proficiency with ERP systems, Microsoft Office, Excel, PowerPoint.
- Prefer experience in the Agricultural Chemical business