

US – NJ – Materials Planner / Buyer

Distek, Inc., a rapidly growing leader in the scientific instrumentation field is currently seeking a Materials Planner / Buyer at our facility located in North Brunswick, New Jersey.

The position will be responsible for:

- Analyzing data and planning inventory levels
- Managing outside Subcontracts for goods and services
- Placing Purchase Orders in accordance with ERP requirements
- Configuration management and processing revision changes
- Supplier Management & Sourcing
- Monitoring and improving Supplier Quality and on-time delivery
- Materials include: Electronics, Circuit Board Assemblies, Metalwork, Plastics and Glassware.

The qualified candidate must have:

- A minimum of three years' experience in Materials planning and/or Purchasing.
- Prior knowledge of MRP, Inventory, Purchasing and ERP systems.
- Demonstrated experience in Inventory Management, Supplier Management, cost savings, sourcing, and negotiation.
- An acumen for data analysis, drawing conclusions from data, and taking proactive action. This includes manipulation of Excel and ERP data.
- Previous experience in a manufacturing environment and/or pharma.
- A good understanding of technical documents including drawings & specifications.
- Proficiency in Microsoft Office, hands on experience with an ERP system.

To ensure success, the candidate should have/be:

- A creative problem solver, negotiation skills and have good "people" skills
- A self-motivated person, independent, multitasking and require minimal supervision.
- Experience in working with Bills of Material
- Customer service focus and attitude in your day-to-day relationships with many internal customers and suppliers.
- Tenacious follow-up skills.
- New product introduction experience.

We offer a competitive salary and a comprehensive benefits package, which includes medical, dental, and 401(k). Distek, Inc. is an EEO employer.

For consideration, please e-mail your resume with salary requirements to recruiting@distekinc.com or fax to (732)247-6989. Please include the job reference code noted above.

Thank you for your interest, however, only candidates selected for interviews will be contacted.

Additional Information

Position Type: Full Time

Contact Information

Recruiting Manager

recruiting@distekinc.com