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## BUYER PLANNER II

**Job Title:** Buyer Planner II  
**Department:** Supply Chain  
**Reports To:** VP, Operations  
**Location:** Long Beach, California

**Prepared By:**  
**Approved By:**  
**Approved Date:**

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### About Mercury Security Products:

Mercury Security Products located in Long Beach, California, is a leader in the commercial security industry designing and manufacturing embedded controllers.

We offer a competitive and comprehensive compensation package which includes medical, dental, vision, life insurance, 401k, flex spending and PTO and FTO to qualifying employees. Mercury is a casual working environment.

### Summary:

This role is responsible for and manages purchasing, materials requirements planning, supplier relationship management, product life cycle and service design, among other activities. This individual will be involved in supply base rationalization, supplier sourcing and evaluations, creation of supplier metrics, i.e. delivery, spend, etc. Responsibilities will include: purchasing direct and indirect commodities as required in accordance with customer and in-house requirements, quality standards and established inventory levels, negotiating pricing and terms with vendors, and maintain vendor relationships.

### Essential Duties and Responsibilities include the following.

- Works extensively with an MRP system and other tools to plan and procure material to support production.
- Analyzes the requirements of raw material needs, including preliminary specifications, preferred suppliers, and dates materials are needed.
- Investigates and/or interviews potential suppliers to determine if they meet the specified requirements.
- Coordinates most all activities related to the procurement of raw materials, beginning with intent to purchase through delivery.
- Maintains proper inventory levels on assigned commodities based on forecast or actual demand requirements.
- Negotiates the lowest possible cost for the materials observing optimum quality and scheduling needs.
- Implements purchase contracts that comply with company regulations.
- Plans and Purchases more complex materials such as sub-assemblies, fabricated and machined parts, etc.
- Works with Bill of Materials for the kitting of components to build products.
- Maintains the Item Master for Mercury.
- Coordinates and administers contract purchase orders through appropriate subcontractors.
- Perform cost analysis as required.

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- Assures that materials or subassemblies are delivered on schedule, at the negotiated price, and meet the quality standards of the company.
- Maintains accurate control of purchase orders, amendments, shipping notices, and other related documents.
- Coordinates appropriate methods needed to distribute materials in an efficient and cost effective manner.
- Assists in reconciling purchase and accounts payable variances with Finance and Accounts Payable personnel.
- Reviews orders for completeness, accuracy and compliance with existing policies and procedures.
- Other duties as assigned.
- Proactively monitor leading indicators for potential disruptions to fulfillment operations and work to resolve in a timely manner
- Maintain KPIs that align to the Operations and Quality scorecard.
- Utilize and further develop capacity models with production and suppliers to provide a method for making analytically based decisions.
- Provide input to operations and order management on manufacturing lead-times and associated ATP settings
- Place and manage purchase orders based on demand plan for a wide variety of components, custom parts, mechanical and electronic assemblies.
- Manage the performance of an assigned group of suppliers and initiate timely release of purchase orders for production materials; maintaining frequent communication with suppliers to negotiate price, delivery, and other terms.
- Analyze current orders, historical data and records to determine the best source and establish replenishment requirements.
- Perform accurate demand forecasting and purchasing practices to support the operation's strategic goals of ordering sufficient quantity to meet ongoing customer demand; maintain adequate inventory level or supply of assigned commodities to ensure on-time delivery to our customers.
- Resolve problems related to selection of source, price, deliveries, specifications, quality and other terms with suppliers with suppliers and production departments.
- Support cost reduction activities including cost analysis, VA/VE and resourcing.
- Work closely with project teams to ensure suppliers understand company requirements and deliverables; report on material readiness to support production demand.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience:**

- 3- 5 years planning / purchasing experience, preferably in an electronics manufacturing environment.
- Associate degree in Business or equivalent combination of education and experience.
- Strong familiarity with demand planning, purchasing, vendor management and sustainability requirements; working knowledge of supply chain management.
- Demonstrated decision making skills coupled with good judgement.
- Proficiency with Microsoft Office Suite including Excel, Word, Power Point, Outlook.

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- Knowledge and experience with ERP software.
- Strong analytical skills, organization skills, ability to read and manipulate large volume of data.
- Excellent written and verbal communication skills; ability to interact effectively with all levels of company associates and suppliers.
- Ability to succeed in a fast paced, dynamic environment.

### **Computer Skills**

- Proficient in MS Office applications, such as Word, Excel, PowerPoint, etc.
- Familiar with operating systems, such as Windows, etc.
- Experience with ERP software.

### **Language Skills**

- Ability to read and effectively communicate in the English language, both verbally and in writing.

### **Customer Expectations**

- Must be able to work in a fast paced environment.
- Must be a collaborative team player.
- Must have good analytical skills
- Must have the ability to prioritize multiple projects and deadlines.
- Must have the ability to communicate effectively with all levels of management, key personnel and suppliers.
- Professionalism
- Accuracy
- Respect
- Sense of Urgency
- Dedication
- Follow-up/through

### **Work Environment**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Employee works primarily in an office environment, with in a well ventilated area, and is exposed to moderate noise levels.

### **Work Requirements**

- Compliance to all relevant HID Global policies and procedures related to Quality, Security, Safety, Business Continuity, and Environmental systems.
- Must be legally eligible to work in the United States.