

EVERYONE KNOWS THE BRANDS WE WORK FOR.

This makes me proud.



Known globally for its high-precision filling and closing machines, the Germany based groninger company is a world leader in highly sophisticated, innovative and customized solutions for manufacturers of pharmaceuticals and cosmetics. groninger USA, located in Charlotte, NC is the I headquarter for our American and Canadian customer base. We offer an unparalleled work environment and outstanding career opportunities for manufacturing, sales, machine assembly, engineering, procurement and after sales support incl. field service. groninger USA LLC offers a competitive salary and outstanding benefits. Come see for yourself!

Production Planner/ Scheduler

Full time employment



Your Tasks

- Creates Work Order for our in house parts manufacturing and for outside suppliers.
- Responsible for reviewing material planning requirements and purchasing activities for suppliers and assigned parts in support of production and assembly.
- Evaluate bids and purchase items and at the most favorable price consistent with quality, quantity and specification requirements.
- Process order acknowledgements, maintain dates, update purchase order pricing and communicate changes on a daily basis; expediting orders when necessary.
- Daily follow up with suppliers to gain delivery commitments on open purchase orders.
- Reconcile supplier invoicing; investigate and resolve issues.
- Perform other procurement duties as assigned.



Your Profile

- Minimum 2 - 5 years of parts purchasing experience, preferably in a manufacturing environment.
- Technical ability to follow and understand specs and drawings to properly make parts.
- Negotiating, planning, written and verbal communication and strong interpersonal skills.
- Must possess the ability to organize and prioritize tasks, work collaboratively in a cross-functional environment, and ensure timely completion of responsibilities.
- Well organized, multi-tasking ability, detail-oriented and thorough.
- Have a knowledge of sourcing, material planning and inventory management.
- Proficiency in MES/PLM systems (PSI Penta/Agile preferred)
- Proficiency in MS-Office applications, with an emphasis on MS Excel.
- A BS degree or technical discipline is preferred.

Please reply to:

jobs@groningerusa.com

