



THE OPPORTUNITY

LAI International is seeking an experienced Buyer/Planner to join its dynamic and growing Midwest manufacturing facility, located in Fridley, MN.

ABOUT LAI INTERNATIONAL

LAI International is a leading contract manufacturer of precision-engineered finished parts, components and subassemblies for aerospace, power generation, defense, medical, electronics and other advanced technology industries. Their technology, engineering and manufacturing solutions are used to build components for airframes, aircraft engines, power generators, defense systems, medical devices and other mission-critical applications.

To learn more about LAI International visit www.laico.com

THE POSITION SUMMARY

The successful candidate will, under limited supervision and own initiative, be able to perform daily sales order and work order entry as well as purchase material to jobs in a timely manner. This candidate will schedule work orders in Production and will track status daily to ensure schedules are being met. The candidate will also be required to track purchase order status as well as vendor performance and work to reduce costs and lead times. Strong organizational and communication skills are a must as well as the ability to pay attention to detail. The candidate should have at least 2 years experience in manufacturing scheduling and purchasing. APICS certification preferred as well as experience with Continuous Improvement methodologies. The tasks will typically fall into the following categories:

- Entry of sales order and work orders into ERP system
- Release and scheduling of work orders
- Electronic document typing and data entry
- Hard copy file maintenance and processing
- Purchase order processing for work order material and controlled inventory
- Place purchase orders, track usage, obtain proof of delivery, set up, modify and maintain suppliers, obtain price quotes interface with internal and external customers, suppliers and vendors.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Compiles information and records to prepare purchase orders for procurement of material.
- Verifies nomenclature and specifications of purchase requests.
- Searches inventory records or warehouse to determine if material on hand is in sufficient quantity.
- Consults catalogs and interviews suppliers to obtain prices and specifications. Unless specified by Corporate Purchasing.
- Writes or types purchase order and sends copy to supplier and department originating request.
- Compiles records of items purchased or transferred between departments, prices, deliveries, and inventories.
- Computes total cost of items purchased, using calculator.

- Confers with suppliers concerning late deliveries.
- May compare prices, specifications, and delivery dates and award contract to bidders. As specified at the direction of the Program Manager.
- May verify bills from suppliers with bids and purchase orders and approve bills for payment.
- May classify priority regulations.
- Works with PIC Manager, Production Manager and others to ensure proper release of scheduled work orders
- Tracks progress of schedule on a daily basis to ensure schedules are met
- Takes pro-active approach to update customer service of orders with potential of going late
- Reviews capacity both short term and long term and load levels
- Researches and corrects discrepant order information as well as maintains ERP system data integrity.
- Aids in month end and year end inventory processes
- Review routings, BOMs, engineering prints, manufacturing and quality documentation for accuracy

QUALIFICATIONS

College degree or equivalent work experience required. 2+ years experience in procurement or procurement support function. APICS experience and exposure to Knowledge of Continuous Improvement methodology preferred. Must be a citizen of the United States.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPENSATION

- Based on experience.
- An exceptional benefit package including health, dental, life, disability, 401(k) retirement plan, paid time off benefits, and a pay-for-performance incentive program is provided.

LAI is an Equal Opportunity Employer

To Apply:

Gary Thornton

Corporate Human Resources

LAI International

28 Pond View Drive

Scarborough, ME 04074

gthornton@laico.com