



## **SCM BUYER/PLANNER**

PADI, the global leader in Scuba Diver Training, is searching for a full-time **SCM BUYER/PLANNER** at our corporate headquarters in Rancho Santa Margarita, California. PADI offers its employees a unique culture centered around an active lifestyle, fun and hardworking colleagues, interesting work, competitive salary and outstanding benefits. We are an amazing company searching for amazing people to join our team!

The SCM Buyer/Planner supports commodity research for PADI's global product development, marketing, and inventory control while making cost-effective purchases for the company and its various entities. This role also provides other departments with monetary analysis for new and revised products and contributes to all Material's departments by providing essential information and maintaining the purchasing computer system.

### **What You'll Be Doing**

- Conduct the weekly process of negotiating pricing and terms for the purchase of inventory commodities in keeping with agreed upon pricing thresholds and quantity baselines.
- Work with the Purchasing Manager on supplier selection approval.
- Work with the Planning Team to achieve best cost of goods while keeping inventory low and avoiding backorders.
- Maintain the weekly cost comparison report and verify accuracy prior to weekly meeting.
- Review forecasts, usage and sales globally for cost comparison report.
- Monitor the global backorder reports and follow up with suppliers.
- Audit global inventory forecasts for PADI Americas and international offices.
- Provide excellent customer service and assistance to in-house customers in initiating, reviewing and expediting orders for non-inventory print items.
- Support department budget and maintain cost of goods and quality while investigating best price.
- Source "Green" products and services where possible.
- Issue product numbers and provide accurate product descriptions for PADI's inventory system.
- Review and assist with PADI Gear (branded merchandise) ordering and customer service as needed.
- Administrate purchase orders including initiating, reviewing, expediting and maintaining files and follow up with suppliers.
- Maintain pricing continuity of products throughout the year: work closely with several departments to establish and update targeted cost of goods for each product.
- Audit bills for accuracy and provide accounting with assistance to ensure correct billing.
- Work with Freight Coordinator to ensure suppliers are using designated shipping methods.
- Update production tracking sheets and monitor timeliness of approvals.
- Manage purchasing reports for all PADI entities on a weekly basis for purchasing meetings.
- Assist other departments with research and development support for new and revised products including but not limited to suppliers discovery, selection, samples, pricing and contracts.
- Stay abreast of purchasing technology, methods, systems, and overall techniques.
- Provide a high level of customer service throughout the company.
- Maintain a professional image to suppliers as a representative of the company.

### **Skills and Experience You'll Need to be Successful in This Role**

- Bachelor's degree (B.A.) from four-year college or university in Business; or equivalent combination of education and experience.
- Accredited in purchasing by the Institute of Supply Management is recommended.
- Minimum five years experience in purchasing with a background in print buying and/or a materials background is preferred.
- CPSM preferred.
- APICS preferred.
- Must be fluent in Microsoft Word and Excel.
- Experience with Macola (or similar ERP system) and Crystal Reporting is preferred.
- Must have good communication skills and abilities to work with all diversified levels of employees, especially with peers.
- Highly organized with ability to manage multiple projects and priorities successfully.
- Strong commitment to serve the goals and direction of PADI global offices.
- Understands managerial concepts and demonstrates good judgment.
- Politically astute, customer service oriented and strong team playing skills.

Founded in 1966, PADI has grown consistently through our 54 years in business, continually raising the bar for the industry we are all so passionate about. We know who we are as a company but never let that hold us back from reinventing ourselves and keeping our mission modern and relevant. One thing that stays consistent is our mission to be “The Way the World Learns to Dive”. PADI has certified over 28 million divers during our history, an achievement no other scuba diving agency can claim.

PADI strives to create a work environment that respects individual contribution while maintaining a strong team approach for successful execution of business objectives. The executive team believes in a work-life balance that enables employees to meet their personal and family needs with flexible hours and a robust benefits plan.

If this job sounds interesting to you and you meet these requirements described above, we'd like to get to know you! Please submit your resume & salary requirements to [jobs@padi.com](mailto:jobs@padi.com) . To learn more about our company visit us at [www.padi.com](http://www.padi.com)

Applicants must possess the right to work in the United States. PADI is an Equal Opportunity Employer.

PADI is The Way the World Learns to Dive.

**California Applicants please note that PADI collects personal information relating to its candidates for employment to manage the recruitment process. The organization is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. To view PADI's CCPA Notice please go to <https://www.padi.com/ccpa-notice>**