

PRODUCTION PLANNER/BUYER



PADI is searching for a full-time PRODUCTION PLANNER/BUYER at our corporate headquarters in Rancho Santa Margarita. PADI offers its employees a unique culture centered on 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!

WHY PADI?

- Global organization and world leader in Scuba Diver Training
- Unique culture centered around an active lifestyle
- Fun and hardworking colleagues
- Interesting and challenging work
- Outstanding benefits that include low cost excellent health benefits
- The option to work a 9/80 flex schedule
- Generous time off
- Free scuba diving training
- Environmentally conscious employer
- Great employee activities throughout the year
- Orange County Top Workplace in 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015 and 2016.

WHAT THE PRODUCTION PLANNER/BUYER DOES

SUMMARY: The Production Planner/Buyer supports commodity research for product development, marketing, sales and inventory control while making cost-effective purchases for the company including CIVCO entities. This position has the authority to purchase and must provide a cost comparison inventory report weekly that identifies savings and usage of products in four offices located around the world.

- Responsible for the weekly process of negotiating pricing and terms for the purchase of inventory commodities per product for all global companies on a cost effective basis.
- Ensure that forecasted quantities to purchase are accurate by creating a cost and inventory comparison report that identifies the requirements and demand for each product being ordered.
- Provide a recommended forecast for products based on global requirements and best pricing.
- Support the Planning Team by creating reports via different programs that aids in reducing inventory purchases.
- Aids the Planning Team by supporting the forecast and planning of kit assembly for 80% of our product line.
- Monitor the global backorder report and follow up with suppliers.
- 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.
- 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.
- Maintain a professional image to suppliers as a representative of the company.
- Runs errands for the department as needed.

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree (B.A.) from four-year college or university in Business; or equivalent combination of education and experience.
- Minimum two years' experience in purchasing background in print buying and/or a materials background is preferred.
- Minimum two years' experience in a production planning requiring proven forecasting experience, savvy with creating reports and strong analytical skills.
- CPSM and APICS certification a plus.
- Must be fluent in Microsoft Word and Advanced Excel. Experience with MACOLA, Crystal Reporting and Tableau 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 offices globally.
- Understands managerial concepts and demonstrates good judgment
- Politically astute, customer service oriented and strong team playing skills.

This position is located at PADI's Rancho Santa Margarita location and relocation is not available.

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 . To learn more about our company visit us at www.padi.com.