



Position Profile: NPI Buyer/Planner (Sr.)
Competition Number: CA201024
Business Unit: Operations
Reports To: Sr. MRP Planner/Scheduler
Location: Calgary, Alberta, Canada
Date: January 27, 2010

Purpose:

This role works with the design and operations teams to deliver products in a cost advantage and timely manner to the markets. Overall responsibility for assuring the supply chain (including Contract Manufacturers) supports program objectives. The incumbent plans, schedules and monitors the movement of materials through the production cycle to determine required materials purchases. Obtains materials using engineering and production schedules to maintain inventory at planned levels (i.e. just in time purchases, use of EOQ – economic order quantities). Resolves discrepancies. This position ensures material standards are met and non-conformances or variances are approved and/or minimized. Develops specifications for new contract orders, gathers quotations, examines bids and makes awards. Monitors cost, schedule and scope of assigned subcontracts to assure best quality at best value. The incumbent must be able to evaluate vendor reliability and develop new supply sources where vendors and suppliers are no longer competitive.

Responsibilities:

- Business Process/Supplier and CM Site (NPI only) Management:
 - a. Drive Operations Team in support of the NPI delivery schedule.
 - b. Manage the material procurement process with the Contract Manufacturer in support of program key dates by assuring all required material is ordered within lead time.
 - c. Review all NPI BOM updates and releases with the Hemisphere Operations/Contract Manufacturer.
 - d. Assure critical parts lead time information is identified via the NPI critical parts process.
 - e. Provide direction and priorities to the Contract Manufacturer in regards to material procurement for initial NPI builds.
 - f. Manage and proactively drive the Contract Manufacturer to disposition all excess and obsolete material related to NPI product.
 - g. Ensure material, labor and NRE cost objectives are achieved and in line with budget.
- Business Cost:
 - a. Drives the RFQ process (for high dollar items).
 - b. Drives cost reduction programs; manages the hiring process, std. hours.
 - c. Build/Manage Product Cost structures against MRD requirements.
- Project Deliverables:
 - a. Develop and maintain detailed production plans in support of NPI and CR projects.
 - b. Responsible for managing the build process for prototype, pilot and early production assemblies, insuring the Contract Manufacturer meets all schedule requirements and identify, evaluate and escalate potential risks that could affect project deliverables.
 - c. Manage/assure that supplier deliverable commitments support program key dates.
 - d. NPI materials and production project status and reporting.

Education and Experience:

- Bachelor of Science in Business Administration, Management, Operations or Material or equivalent experience preferred
- Minimum of two years electronic component purchasing experience
- PMAC Certification preferred



Demonstrated Competence in the following:

- Possess working knowledge of GPS
- Excellent written and verbal communication skills
- Excellent planning, time management, decision-making and organizational skills
- Proficient skill level in Microsoft Office Suite – Word, Outlook, PowerPoint and Excel
- Working knowledge of purchasing using ERP/MRP software (Syteline database)
- Working knowledge of procurement processes and negotiation practices

Apply

- Send Resume to careers@hemispheregps.com
- **Please quote competition number CA201024**
- No phone calls please

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