



Senior Buyer/Planner

Kiva Systems, Inc. is a rapidly growing robotics and software company, developing game-changing automation technology for distribution centers that helps companies simplify operations and reduce costs while increasing strategic flexibility. Using hundreds of autonomous mobile robots and sophisticated control software, the Kiva Mobile-robotic Fulfillment System enables extremely fast cycle times with reduced labor requirements, from receiving to picking to shipping - all without conveyor. The result is a building that is quick and low-cost to set up, inexpensive to operate and easy to change anywhere in the world. Check out our website (www.kivasystems.com), find us on YouTube, or become a fan of us on Facebook to learn more about who we are and what we do!

Kiva Systems is seeking a talented and motivated Buyer/Planner with extensive procurement, planning and supplier-management experience in an OEM/custom hardware products environment. The company has a complex product solution that requires an organized, high-energy individual to plan and purchase components and assemblies in support of dynamic customer requirements, and to work effectively in a largely cross-functional role. The ideal candidate will be a highly organized team player with demonstrated leadership ability in project planning, innovative thinking and problem-solving. The candidate will have a solid understanding of ERP and PLM systems, and possess strong communication and computer skills. The ideal candidate should also have experience using multiple business tools in an integrated ERP environment. The candidate should excel in an innovative, fast-paced and high-energy environment and be comfortable working the hours needed to meet demanding deadlines. This position reports to the Director of Supply Chain and is responsible for:

Primary Responsibilities:

- Planning material requirements for new products and existing production products.
- Purchasing and negotiating materials, equipment and supplies from vendors, which may include fabricated mechanical and E/M components and assemblies, electronics, PCB's, cables, configured products and software licenses, hardware and all other specified items as required.
- Obtaining and evaluating supplier quotations for products and services, which may include the provision of design files, specifications, BOM's, assembly documentation, and configuration & program data for outsourced products.
- Managing PO's from order entry through receipt of product, for direct and drop-shipment orders.
- Maintaining item accuracy in ERP system, managing demand activity and PO schedules, and resolving receipt discrepancies and payables issues.
- Cross-functional management of vendor quality metrics.
- Cross-functional design review and approval responsibility for new product and contract demand.

Qualifications:

- Minimum 8-10 years buyer/planner experience in a manufacturing environment, purchasing custom-designed hardware, E/M, electronics and configured products.
- Demonstrated success in small to medium size high-tech companies, in a fast-growth purchasing environment that requires a broad range of duties and responsibilities spanning purchasing and planning to inventory control, NPI, quality systems and process development.
- Knowledge and understanding of accepted purchasing practices and philosophies, including documentation control, product structure and BOM's, and engineering change order process.
- Knowledge of ERP (Syteline a plus) and PDM/PLM systems (Arena or Agile a plus)
- Excellent computer, written and oral communication skills
- Excellent organizational, problem-solving, leadership, and cross-functional teamwork skills.
- Experience with ISO 9001 Quality Systems, TQM and/or Six Sigma
- Bachelors degree preferred

Send qualified resumes to jobs@kivasystems.com.