



Supply Chain Buyer/Planner

DEPARTMENT: Operations

REPORTING TO: CEO

MAKS Plastics LLC is a Rotational molding and Thermoforming plastic component supplier for the RV, Marine and Custom industries. Our products are diverse to offer our employees stability and growth. At MAKS, we thrive on a People First, Customer focused Culture that works hard, plays hard and is Family Focused.

SUMMARY: The Supply Chain Buyer/Planner is a detail-oriented and proactive individual whom supports the end-to-end procurement, planning, and material flow processes for our manufacturing operations. This role is responsible for purchasing raw materials, managing supplier performance, monitoring inventory levels, and ensuring materials are available to meet production schedules. The ideal candidate is analytical, organized, and skilled at balancing cost, quality, and lead time in a dynamic environment.

KEY RESPONSIBILITIES:

Material Planning & Scheduling

- Develop and maintain production material plans based on sales forecasts, customer orders, and inventory targets.
- Monitor MRP (Material Requirements Planning) outputs and adjust purchase orders or schedules accordingly.
- Coordinate with Production and Operations to ensure timely availability of components and raw materials.

Procurement & Supplier Management

- Source, evaluate, and select suppliers capable of meeting cost, quality, and delivery requirements.
- Place, manage, and track purchase orders to ensure timely delivery of materials.
- Maintain strong supplier relationships and proactively resolve supply or quality issues.
- Negotiate pricing, lead times, and terms to optimize supply chain cost and performance.
- Monitor supplier performance and maintain supplier scorecards.

Inventory Management

- Maintain optimal inventory levels that support production needs while reducing excess or obsolete stock.
- Conduct regular inventory analysis and cycle counts.
- Identify and implement strategies to reduce cost, improve turns, and streamline inventory flow.

Logistics & Coordination

- Coordinate inbound freight and work with logistics partners to optimize delivery schedules and transportation costs.
- Track shipments, manage delays, and communicate impacts to internal teams.
- Ensure accurate documentation for incoming materials (packing slips, certifications, receipts, etc.).



Cross Functional Collaboration

- Communicate material shortages, delays, and risks with Production, Customer Service, and Operations teams.
- Participate in new product launches requiring new supplier engagement or material sourcing.
- Support continuous improvement initiatives across the supply chain.

QUALIFICATIONS:

- 3–5 years of experience in purchasing, planning, or supply chain management (manufacturing experience preferred).
- Strong understanding of MRP/ERP systems and supply chain processes.
- Proficiency in Microsoft Excel and purchasing/inventory software.
- Excellent negotiation, communication, and organizational skills.
- Ability to analyze data, solve problems, and manage multiple priorities.
- Experience with lean manufacturing or continuous improvement methodologies.
- Strong analytical abilities and familiarity with cost analysis or supplier evaluation tools.
- Knowledge of plastics materials, resins, or manufacturing supply chains a plus.

PHYSICAL REQUIREMENTS:

- Ability to work in an office and manufacturing environment, which may include exposure to noise, dust, and varying temperatures.
- Ability to Sit, stand and walk for long periods.

COMPANY CULTURE:

At MAKS Plastics, we believe that our people are our greatest asset. We foster a collaborative and inclusive work environment where every team member is valued and encouraged to contribute their unique skills and perspectives. Our culture is built on the principles of innovation, continuous improvement, and mutual respect. We support professional growth and development through ongoing training and career advancement opportunities.

BENEFITS:

- Competitive salary and benefits package
- Opportunities for professional growth and development
- Collaborative and innovative work environment
- Health, Dental, Vision, and Life Insurance
- Employer Contribution to Health Savings Account
- Matching Retirement Savings Plan

General Sign-Off: _____ **Date:** _____