

## Buyer / Planner

Valencia, CA

### Who We Are

Lavi Industries is the premier manufacturer of innovative queue management fixtures and software solutions for guiding people in, through, and out of commercial and government facilities. We are headquartered in Valencia, California with facilities in New York, and sales offices throughout the US. We pride ourselves in our pursuit of excellence through the dedication and integrity of our people since 1979. We offer the right candidate an opportunity to excel in an entrepreneurial environment, as well as an attractive compensation package.

Come be a part of our team!

### Job Summary

Lavi Industries is currently seeking a Buyer/Planner to develop prospects for supply of company material, goods, and services (International and Domestic suppliers). In addition, this position will be working closely with Quality Assurance and suppliers to ensure adequate first article evaluation and product conformance to specification.

### Responsibilities

- Negotiates price/payment terms/delivery schedules with new and current suppliers.
- Executes follow-ups to ensure on-time delivery.
- Updates PO delivery status and notify departments impacted by late deliveries.
- Places orders, ensures timely delivery of materials/goods/services to support production schedules and customer needs.
- Monitors quality of delivery dates. Provides supplier with feedback when warranted.
- Makes recommendations to current procedures and practices to improve the production process.
- Monitors markets prices, delivery conditions, and trends to determine present and future material availability.
- Monitors purchase orders and contracts for conformance to company policy.
- Handles all functions of purchasing procedures to assist in replenishing required resources.

### Qualifications

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# Careers



## CNC Machine Operator

Valencia, CA

### Qualifications

- Bachelor's degree or equivalent experience preferred.
- 3-5 years previous experience in purchasing and materials management, ideally in a manufacturing environment.
- Experience in using Syteline MRP process, with a focus in JIT procedures.
- Inventory Control experience using cycle count procedures helpful.
- Computer literate with ability to operate Microsoft office applications and general office machines.
- Ability to work independently and also as a team member.
- Strong verbal and written communication skills.
- Strong negotiation skills.

Equal Opportunity Employer. To apply, send cover letter and resume to [Jobs3@lavi.com](mailto:Jobs3@lavi.com)

**APPLY NOW**