

## **MATERIALS PLANNER**

### **Centerbrook, CT**

Tower Laboratories has a key position available for the right motivated individual to showcase his/her analytical and problem solving skills. This professional position is responsible for activities related to the management of materials, supplies and inventory control functions for this medium-sized Company with two manufacturing operations located in Centerbrook, CT and Montague, MI.

Our ideal candidate is a highly motivated self starter with a penchant for balancing inventory levels while providing uninterrupted material availability and an eye for details. We're looking for someone who has a comprehensive understanding of manufacturing business processes and can communicate effectively with all levels of personnel.

More specific Job Responsibilities include:

- Work to evaluate material needs and place orders accordingly.
- Find and develop best raw material sources.
- Facilitate good vendor communication.
- Collaborate with Operations and Quality on qualification of new materials and suppliers.
- Ensure best possible lead times for materials and lowest possible cost to meet production goals.
- Manage quality complaints of purchased items; investigate and coordinate return of defective goods.
- Develop and implement new systems technologies and/or methodologies for logistics planning. Including sales forecasting and inventory.
- Maintain inventory; including the accuracy of the physical inventories and cycle counts.
- Review all outstanding purchase orders and communicate necessary actions timely.

Job Qualifications include:

- Bachelor's degree preferred; emphasis on business or operations management desired.
- High proficiency in MS Excel database and other MS Office softwares.
- Strong communication skills both verbally and in writing.
- Strong analytical and problem solving skills.
- High level of integrity and ethics.
- **STRONG attention to details!**

This medium sized company is headquartered in the scenic town of Centerbrook in Southeastern Conn., and offers a friendly, dynamic, positive working environment with a competitive benefit package including 401(k) with company match. Salary commensurate with experience; entry level candidates encouraged to apply. Local candidates will be given preference. Please submit resume and cover letter with salary requirements to: [hr@towerlabs.com](mailto:hr@towerlabs.com).

Tower Labs is an Equal Opportunity Employer and drug-free workplace and a great place to work!