



SePRO Corporation • 11550 North Meridian Street • Suite 600 • Carmel, Indiana 46032-4565  
Phone: (317) 580-8282

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Job Title: Production Buyer/Planner

Location: Rocky Mount, NC

Hours: Monday through Friday 8AM to 5PM (occasional weekends and after hours)

Travel: Minimal

SePRO Corporation is growing, and we are looking for a Production Buyer/Planner with experience in manufacturing and supply chain management, for our location in Rocky Mount, North Carolina. The Production Buyer/Planner reports to the Vice President of Operations.

**Primary Responsibilities:**

- 1) Create and develop inventory strategies to minimize backorders and aged inventory.
- 2) Create and execute buying plan for packaging components.
- 3) Execute buying and delivery plan for subregistered products.
- 4) Initiate material transfers to 3<sup>rd</sup> party warehouses.
- 5) Coordinate production at 3<sup>rd</sup> party manufacturers.
- 6) Conduct inventory cycle counts and reconciliation at SePRO and 3<sup>rd</sup> party facilities.
- 7) Create and maintain proper routings and costing for products in Deacom item master.
- 8) Create and maintain Deacom to insure accurate production, purchasing and shipping document printing.
- 9) Provide inventory reports and summaries as needed.
- 10) Create purchase orders, sales orders, and production orders within Deacom ERP system.
- 11) Coordinate periodic planning meetings with Marketing, Sales, Regulatory and Production Departments.
- 12) Quickly become an expert user of Deacom ERP system.
- 13) Arrange freight for shipments as needed.
- 14) Ship hazardous materials by DOT, IATA and IMDG.
- 15) Coordinate import and export shipments.

**Education and Experience Requirements:**

- BS in Supply Chain, Business, Engineering, with 5 years experience
- Or High School Degree and at least 510years experience in, manufacturing, purchasing, planning, supply chain functions.
- Familiar with MRP and common inventory management concepts
- APICS Certification is a plus
- Strong troubleshooting skills
- Computer proficiency with ERP systems, Microsoft Office, Excel, PowerPoint.
- Prefer experience in the Agricultural Chemical business

SePRO Corporation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training