



The Commercial Vehicle Group (CVGI) is a global leader in commercial vehicle system solutions for the heavy-duty truck, construction, agricultural, industrial, marine, and specialty industries. We take pride in building products the same way that we've built our company – with commitment, strength and focused direction.

We're successful because we are committed to continuous improvement. We aren't afraid to take chances with modern processes that may improve the tried and true. We are immersed in technology in every market we serve. We're growing, penetrating emerging markets, and constantly in pursuit of innovation that will improve, shape, and define the future of the global commercial vehicle industry.

We are currently seeking an experienced **Buyer/Planner** at our Concord, North Carolina Facility.

**In this role, the incumbent will:**

- Demonstrates teamwork by collaborating with others to improve overall standards of performance and service
- Provides good customer service to all customers, both internal and external
- Maintain good company image and supplier relations through daily business contacts
- Procure specified materials and services on a consistent basis using progressive purchasing techniques and methods
- Prepares and issues purchase orders to suppliers. Works with Receiving on any pack slip discrepancies
- Works with QA department on any defective or unacceptable material, determines source of reject and takes corrective action, issue debits, etc.
- Expedites delivery of material
- Regularly works to improve inventory turns, via lower minimum order quantities, consignment programs, etc.
- Collaborate with Materials Manager and / or Production Manager to develop a manufacturing plan
- Research and confirm attainability of manufacturing plans based on available resources
- Modify manufacturing plan as needed to account for work not accomplished during a defined time period
- Monitor, assess, and report the performance of the production work force's attainment of the manufacturing plan and work with Customer Service to adjust the customer requirements as needed
- Define and communicate direct labor requirements in a timely manner
- Plan builds in accordance with inventory turns goals
- Consolidate requirements and signal releases to suppliers
- Advise management of market conditions and supplier base activity which could affect pricing and/or delivery
- Gain familiarity with the end use of assigned commodities, leading to the possibility of alternative materials or specifications
- Develop objectives in tune with departmental and company goals
- Have effective communications, good relations, and a positive image with both suppliers and co-workers exercising courtesy, objectivity and fairness
- Responsible for 100% Delivery Progress Report - Monthly
- Supports the organization's efforts toward continuous improvement, as well as organizational goals and values
- Provides good customer service to all customers, both internal and external



**Requirements:**

- Bachelor's degree (B. A.) from a four-year college or university; or 3-5 years related experience and/or training; or equivalent combination of education and experience considered
- Excellent written and verbal/interpersonal communication skills with all levels in the organization
- Must have high level organizational skills and attention to detail
- Ability to work autonomously in a fast paced environment
- Desire to be part of a growth business and operate in an ever-changing environment
- Ability to work flexible schedule and travel as needed

Sponsorship is not available for this position at this time.

Our eligible associates enjoy competitive wages and benefit package including comprehensive medical, dental, vision, 401(k) plan, company paid life insurance, paid holiday and vacation time off.

Resumes may be submitted as directed below. Include the job title in all submissions.

**Email:**

[Jenna.Commisa@cvgrp.com](mailto:Jenna.Commisa@cvgrp.com)

**Fax:**

Attn: Jenna Commisa  
614-289-0377

**Mail:**

CVG, Inc.,  
Attn: Jenna Commisa  
7800 Walton Parkway  
New Albany, OH 43054

Commercial Vehicle Group, Inc. is an equal opportunity employer and makes employment decisions without regard to race, gender, disability or protected veteran status.