



## Job description

### Planner/Buyer

**Reporting to:** Director of Supply Chain Management

**Location:** 5151 Bannock St, Denver, CO 80216

**Terms:** Full Time

**Salary:** \$55,000 - \$75,000 Annually

*To apply for this position click [here](#)*

#### About Simple Homes

Simple Homes is a Denver-based startup that is focused on increasing access to high-quality housing by using technology and Swedish-inspired off-site construction. The company designs, manufactures and assembles homes using a unique panelized construction system. Depending on project needs, panels are delivered to site with framing/sheathing, WRB, windows/doors, and occasionally exterior cladding pre-installed. Simple Homes is based in Denver, where it operates a 20,000sf digitally-enabled manufacturing facility and has in-house architecture/engineering and technology teams.

#### About the Role

The role will be responsible for planning and purchasing raw materials supporting manufacturing and construction job site requirements. The Planner/Buyer will manage suppliers to ensure on time delivery while managing cost and inventory to prevent shortages and maximize turns.

#### Primary job responsibilities

- Procure raw materials, supplies, equipment and services required for the operation of the company
- Determine material requirements from production and construction schedules and coordinate the efficient delivery of materials through the production schedule
- Define reorder points based on lead times and consumption analysis
- Ability to negotiate contracts (cost, warranty, lead times, S&H and late delivery penalties)
- Evaluate proposals consistent with the total cost of ownership
- Manage the entire purchasing cycle including RFQ's, PO's, material receipts and payment authorizations
- Manage supplier performance to reduce cost, improve quality, control inventory and ensure uninterrupted supply of materials
- Minimize inventory investments and maximize turns
- Work with materials management and finance to reconcile discrepancies in receiving and invoicing
- Support lean activities and initiatives
- Support EHS activities and initiatives

#### Requirements

- B.S. degree in Industrial Engineering and/or related field experience
- 3-5 years of relevant professional work experience
- Working knowledge of MRP processes and systems
- Must have strong communication, interpersonal, analytical and time management skills
- Bilingual in Spanish is preferred
- Must have a desire to work in a fast-paced, hands-on manufacturing environment



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