

Cobham Mission Systems Division

2734 Hickory Grove Road
Davenport, IA 52804-1203 USA

T: +1 (563) 383 6000

F: +1 (563) 383 6323

Buyer/Planner

Principle Duties and Responsibilities:

- Plans and schedules requirements for material with regard to the Cobham production systems (ERP, Visual/Pull Systems, and related systems) to deliver and achieve requirements of the production schedule and our customers.
- Procures a variety of materials, services and machined parts in accordance with company policies.
- Reviews and issues purchase orders and makes necessary changes; including obtaining quotes, negotiating price, terms and related issues
- Expedites and tracks required parts or processes to support product schedules.
- Assists with the coordination and implementation of engineering and material changes and the development and maintenance of master schedule for firm and forecasted business.
- Assists with the analysis for future production requirements which may include workforce planning strategies to develop recommendations to ensure that machine load and workforce can meet the production requirements for the department, including maintaining and planning Kanbans, calculating Kanban quantities or MRP generated requirements.
- Serves as a liaison between Cobham, customers, and suppliers.
- Resolves receiving and invoicing issues and facilitates resolution of quality issues.
- Performs all operations according to appropriate government regulations (FAR, DFAR, etc) and Cobham policies and procedures.
- Occasional travel may be required.
- May assist with stockroom responsibilities.

Qualifications (Educational/Experience):

- BA in Business or related field. AS in Business or related field with two years purchasing or production planning experience in a manufacturing environment, or five years purchasing or production planning experience in a manufacturing environment with a prescribed training plan. APICS certification preferred.
- Experience using common PC software including MS-Word, MS-Excel, and MS-Access.
- Working knowledge of ERP with an understanding of bills of materials and supporting data of the operating system.
- Understanding and ability to apply the principles of Lean Manufacturing and Kanban systems.
- Skilled in negotiating with suppliers of parts unique to Cobham.
- Ability to read prints to include a basic understanding of tolerances and finishes.
- Effective verbal/written communications and interpersonal skills.
- Ability to perform duties with limited work direction, work well in team environment, and in an office or indoor industrial environment.

Compensation/Benefits:

- Health, dental, vision, and life insurance
- 401K
- Education assistance
- Flex hours
- 15 paid holidays
- Fitness Center
- Business casual dress, and more.

To Apply: Send a cover letter and resume by e-mail to: CMS.DAVapplicant@cobham.com

Or you may mail or fax to:

Employment Office
Cobham Mission Systems Division
2734 Hickory Grove Road
Davenport, IA 52804-1203 USA

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F: +1 (563) 383 6106

An Equal Opportunity Employer