



**Posting Date:** September 8, 2020

**Position:** Purchasing Maintenance Planner

**Department:** Maintenance (*Hours: Monday – Friday 7:00am – 4:00pm*)

**Reports To:** Maintenance Manager

**Summary:** The purpose of the position is to effectively, efficiently and safely meet all job requirements, abilities, accountabilities and goals as directed by the Maintenance Manager.

**Key Job Functions**

**1. Maintenance Purchasing and Planning**

- Work closely with the maintenance manager to utilize a CMMS (computerized maintenance management system)
- Data entry needed to maximize benefits of the CMMS system
- Utilize a logical machine numbering system and expand CMMS usage
- Order replacement parts in advance of PM (preventative maintenance) tasks
- Ensure that replacement parts will be on site before the maintenance task is due
- Arrange and participate in meetings with potential business partners / vendors looking to form and/or continue relationships
- Collate feedback from the PM work and update the individual PM tasks in the CMMS
- The planner would enter any new PM's into a excel/word format for mechanics to follow and update them accordingly from feedback
- Stock replenishment of designated parts. Place in storage location on floor in cabinets where parts are needed
- Accurately place materials and supplies into storeroom by stocking shelves and putting material away
- Count incoming shipments in order to verify information against purchase orders
- Examine products for defects and accuracy; report any shortage or defective items to the Maintenance Manager
- Store/put away incoming items in the storeroom or other designated areas
- Perform regular material storeroom and cabinet audits to ensure material is undamaged and maintained neatly
- Assist in taking physical inventories of supplies, store items and tools
- Maintain housekeeping of storeroom and areas outside of the storeroom at all times

- Write and distribute e-mail, correspondence memos, letters, faxes and forms as needed
- Prepare outgoing packages (FedEx, UPS, USPS) for shipment and arrange pick-up
- Open, sort and distribute incoming MRO (maintenance repair order) packages accordingly while assuring that what has been received is accurately depicted on the incoming packing slip
- Match packaging slips with quotes/order confirmations and receive into the Deacom system, creating backorders when necessary
- Scan and e-mail documents to Accounts Payable department
- File paperwork and maintain all records in the Maintenance Planning area
- Organize and schedule appointments/meetings both internally and externally as needed
- Respond to vendor inquiries via telephone and e-mail
- Perform vendor performance audits to assure timely/accurate shipments and cost effective products
- Address issues with vendors involving late, lost, incorrect, defective and/or unactable goods while locating the cause of trouble and insisting on corrective action
- Maintain the SDS (safety data sheet – formerly MSDS) Tampa Common Electronic file, SDS hard copy binders and Tampa’s section in the company-wide SDS Management System file
- Perform data entry in the company-selected system of parts per machine usage for parts that are absent from the BOM
- Prepare and/or track UPS/FedEx orders, both incoming and outgoing
- Arrange returns via shipping in conjunction with Shipping for LTLs and other various methods
- Generate report requests for the Maintenance Manager

## **2. Skills and Qualifications**

- Ability to multitask and prioritize work
- Excellent time management skills
- Ability to work independently or in a team
- Strong attention to detail and accuracy
- Excellent written, verbal and telephone communication skills
- Demonstrated organizational skills
- Proficient in MS-Word, MS-Excel and Office
- Ability to operate standard office equipment (telephone, copier, printers, etc...)
- Knowledge of clerical and administrative procedures including filing and recordkeeping

## **3. Education and Experience**

- High School Diploma or GED
- Experience with purchasing in a similar environment (2+ years)

## **4. Physical Demands**

- Required to move about the facility, including ascending/descending stairs
- Ability to sit for long periods of time
- Ability to lift up to 35 lbs.

***Interested applicants should send resume and salary requirements to  
[jobs@yuengling.com](mailto:jobs@yuengling.com)***