

DAVID CARLSON

SKILLS & ABILITIES

Purchase, plan and schedule material to the forecast plan. This can be done by using MRP/ERP systems or material requisitions. Select appropriate supplier and negotiate pricing and delivery. Relay this information to production so they can plan accordingly. Expedite orders when required and keep production informed on any changes in the schedule. Work with Engineering, Quality and Accounting to resolve all issues involving purchased material.

MRP, SAP, Microsoft Dynamic AX, IBM 400, Oracle

EXPERIENCE

MERCURY SYSTEMS, HUDSON, NH

March 2015-September 2016

Buyer/Planner

- Purchasing materials, equipment, supplies and services in accordance with prescribed purchasing regulations and procedures.
- Review and analyze purchase requisitions, investigate and develop sources of supplies, prepare bid specifications, issue bid requests and review quotations.
- Work with production Managers and all internal departments to ensure on time delivery.

NEUROLOGICA CORP, DANVERS, MA

April 2014-March 2015 (Contract Position)

Buyer

- Purchasing for engineering & production.
- Placing all purchase orders for engineering requirements, and for production of the Body Tom CT Scanner. Products are both electrical and mechanical.
- Purchased MRO requisitions. Placement of orders can include searching for suppliers and negotiation on pricing and lead times.
- The system used here is Microsoft Dynamics GP (Great Plains)

ARC TECHNOLOGIES, AMESBURY, MA

April 2013- April 2014

Buyer/Planner

- Create and modify schedules as required to meet customer demands
- Generate Work Orders, Purchase Orders and subcontract service Purchase Orders
- Resolve service and material procurement issues, to maintain production schedule and customer delivery requirements
- Monitor costs associated to procurement and production of goods for accuracy and profitability. Strive to lower costs of goods and services.
- Evaluate the progress of projects and provide regular updates for Sales and Operations
- Coordinate with Management, Operations, Engineering and Sales to provide input in developing work schedules as part of estimating cost of projects
- Assist in determining the cause and resolution to issues when required
- Monitor inventory for accuracy of quality and cost, conduct physical inventories as well as cycle counting and report overall status

COLE HERSEE/LITTELFUSE, SOUTH BOSTON, MA

April 2008-April 2013

Buyer/Planner

- Manage suppliers in regards to quality, cost and on time delivery
- Implement supplier rating reports and take appropriate actions
- Review daily MRP report and act on messages as required
- Create purchase orders and enter into system
- Negotiate annual blanket orders as required
- Work with all departments (Engineering, Sales, Quality and Accounting) to resolve and improve any and all issue.

References furnished upon request