



BEGA North America is a world renowned manufacturer of architectural lighting, control, and furniture solutions.

Who we want to be

Companies create a vision statement to answer a very important question, where are we going? A vision statement says what the organization wishes to be like in some years' time. It's usually drawn up by senior leadership to take thinking beyond day-to-day activity in both a clear and memorable way. Here at BEGA, our vision is to be the industry's premier provider of architectural outdoor lighting, control, and furniture solutions.

Why we exist

Companies create a mission statement to answer the most important question, why do we exist? Its aim is to provide focus for management and staff. Mission is synonymous with shared purpose and emphasizes how the organization should view and conduct itself. Our mission should find a way to express the organization's impact on the lives of whomever we are trying to serve, and more importantly make them feel it! Here at BEGA, we have an unwavering commitment to quality above all, in our people, products, partners, and processes. Therefore, our mission is to build quality into everything we do.

Who we are

Why does a company take time to define its core values? Because values govern behavior and describe our organization's desired culture.

- **Fostering Trust** – Everyone at BEGA is responsible for creating an environment of trust. To do this, each of us must have the freedom to communicate with anyone, and it must be safe for everyone to offer ideas.
- **Building Community** – Everyone at BEGA is responsible for creating an environment of trust. To do this, each of us must have the freedom to communicate with anyone, and it must be safe for everyone to offer ideas.
- **Embracing Growth** – We embrace perpetual growth and development, continuous learning, and constant improvement, enabling the brand, the organization, and the individual to realize their full potential.
- **Living Responsibly** – We are committed to social responsibility and minimizing our impact on the environment over time. To deliver on this mission critical promise we take a balanced approach to people and the planet.

What we believe in

- **Respect** – we treat everyone with respect by being polite and kind.
- **Integrity** – we act with integrity by being honest and following our moral and ethical convictions.
- **Ownership** – we possess an orientation of ownership and a mentality that desires us all to thrive.
- **Accountability** – we lead by example, always accountable for doing what we agreed we would do.



Position Profile

The Buyer/Planner I is responsible for ensuring the continuity of supply to meet business demands while preparing advanced reporting and critical analysis for operations planning and management reviews. This role will involve reviewing alternative supply options, making recommendations based on available technology, processes, and cost reduction opportunities. The Buyer/Planner I will evaluate bids, qualify suppliers, negotiate prices, and provide meaningful, actionable data that balances demand and supply requirements. This position integrates financial and operational plans and requires previous experience in purchasing, supply chain, and data analysis. The role will report directly to the Purchasing/Planner Supervisor.

Knowledge & Experience

Education:

- Bachelor's degree in Supply Chain Management, Business Administration, Operations Management, or a related field. Certification (e.g., CPIM, CSCP) is a plus.
- Minimum of 1-3 years of experience in procurement and planning within a manufacturing or industrial environment, preferably in a demand-driven environment.
- Experience in managing the procurement of raw materials, components, and managing stock and make orders.
- Proficiency in ERP and planning software (e.g., SAP, Oracle, MS Dynamics, or similar).
- Strong understanding of inventory management, supply chain processes, and material handling in a production environment.

Skills:

- Strong analytical and problem-solving skills.
- Excellent communication and negotiation abilities.
- Ability to work in a fast-paced, dynamic environment with multiple stakeholders.
- Strong organizational skills with attention to detail.
- Ability to handle multiple priorities and tight deadlines.
- Knowledge of lean manufacturing principles is a plus.



Key Responsibilities

1. Procurement Management:

- Procure raw materials, components, and sub-assemblies in alignment with customer demand (introduce turns KPI?).
- Issue purchase orders (POs) based on material requirements, lead times, and production schedules.
- Establish and maintain relationships with suppliers, negotiating pricing, terms, and delivery schedules.
- Ensure compliance with company policies and standards in all procurement activities.
- Monitor and manage supplier performance, including on-time delivery, quality, and service levels.
- Maintain purchase part data (lead times, safety stocks) to optimize inventory levels, and prevent shortages and excess stock, while supporting a 15-day lead time target.

2. Material Planning & Inventory Control:

- Coordinate material and product planning to align with production schedules and demand forecasts.
- Plan and manage both stock and make-to-order procurement activities within the product segment.
- Ensure production has the necessary materials daily to maintain 95%+ on-time delivery.
- Maintain accurate part planning records, ensuring optimal stock levels to prevent overstocking or stockouts.
- Leverage ERP/MRP systems to track demand, monitor inventory, and adjust plans proactively.
- Work with production teams to ensure materials are available in a timely manner to meet production schedules.

3. Continuous Improvement & Cross-Functional Collaboration:

- Collaborate with production teams to adjust material plans based on changes in production schedules, demand fluctuations, or supply chain disruptions.
- Maintain open communication with suppliers, internal stakeholders, and senior management to address potential supply chain issues and align on material requirements.
- Provide regular updates to management on procurement and inventory status, including material shortages, potential risks, and actions being taken to resolve issues.
- Continuously monitor and evaluate procurement and inventory planning processes for improvement opportunities.
- Implement best practices and strategies to improve procurement efficiency, reduce material costs, and optimize inventory management targeting a minimum of 1% productivity improvements per quarter.
- Stay current with industry trends, market conditions, and emerging technologies to enhance procurement and planning functions.

Performance Measurements

- On-Time Delivery
- Demand to Supply Data Accuracy
- Lead time improvement and efficiency
- Inventory Turns



Leadership Principles

And finally, BEGA has put forth a set of governing principles. If values govern behavior, principles govern consequences, and we've established four principles to provide the entire organization with a set of hierarchical direction for decision making. First and foremost, as a leader at BEGA, you are the Brand. Be proud of it and protect it. Second, People are BEGA's most valuable asset. Our decisions should always reflect this. Third, Safety is our first priority. Zero lost-time accidents is not a goal, it's an expectation. And last but not least, we strive for Excellence in everything we do!

Position Dimensions

- Degree level (Experience can be substituted for Degree Level) or Supply Chain/Procurement Certification such as CPSM
- Work cross-functionally within the BEGA family, specifically key areas such as Manufacturing, Engineering, Sales, and Shipping and Receiving.
- General work schedule is Monday through Friday. Occasional overtime may be required on weekdays and weekends when necessary

Salary Range

\$25.24 - \$30.91 Hourly depending on experience/qualifications reflects the negotiable range for hire. The top of the range of \$36.59 is reserved for salary advancement and growth for this position.

BEGA North America is headquartered in the heart of the picturesque "American Riviera" just south of Santa Barbara. Additionally, we have BEGA Campus 2 (BC2), which is part of a master-planned community known as Baseline located in Broomfield, Colorado. Baseline is a community created for people who are social by nature, who value experiences over things, and who regularly gaze west towards the Rockies to remind themselves why they live in Colorado. Both settings offer endless access to the outdoors with plenty of activities such as hiking, sailing, and mountain biking. We offer an attractive compensation package, including health care, 401(k), paid time off, educational reimbursement program, wellness programs, and a remarkable work environment.