



Job Opportunity: Buyer / Planner

ACI Services Inc., a growing leader in the dynamic gas compressor industry serving the natural gas, refinery, and chemical markets, seeks a team player to fill the position of Buyer Planner.

The Buyer / Planner will become a critical contributor to the company's strategic plan to bring manufacturing in house, contributing to a dynamic, energetic, technological, high precision manufacturing team.

The successful candidate is one who not only possesses the knowledge, skills, abilities, and other characteristics required for the job but also identifies with our values and culture.

Why ACI?

ACI is a leader in the world of compressors, with deep engineering expertise and customer focus that has made it successful since 1960. Our core values are accountability, customer focus, integrity, and professionalism. Our mission is bold: *To influence every compressor in the market!*

We care about our people. And we recently asked them, "What sets ACI apart from other companies?"

Here's what our leaders said:

- Stable company – We have been in operation for 55 years
- Provide skills for your next job – opportunity for growth
- Believe your time is valuable – family is important
- Be a team member of an industry leader
- Average tenure is 10 years – team members stay with ACI
- Ownership is involved in the company – focused on the team and the business
- Benefits package – very competitive
- Location – Small town atmosphere within driving distance of large cities

Here's what the team said:

- New challenges everyday
- Leadership is willing to adjust work schedules to accommodate life
- Company is family oriented
- Our ideas matter and are listened to
- Our work makes a difference
- Great co-workers and a great work environment; the people and culture are genuine
- Innovative products and ideas

Being part of ACI means being part of something bigger than you. It's about being part of an organization that takes pride in its excellence and innovation, competing and doing business around the globe. Everyone has the chance to make an impact.

To continue our success, we need additional top-notch team members. ***Maybe that means YOU.***



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The Opportunity and Who We Need

ACI has recently embarked upon an aggressive growth strategy based upon what we do best, and we will only achieve our goals with a seasoned skilled Buyer / Planner.

The Buyer Planner is to manage the purchasing of inventory and non-inventory products, raw material and machined components. Purchasing involves ensuring that all products are obtained at the lowest possible cost through negotiations with suppliers and shippers, the quantities are right, they are delivered at the best negotiated shipping rates, are delivered at the right time, and they meet our quality standards.

This person has to bring a positive attitude and be able to influence and sell ideas to others. He or she knows how to prioritize yet is able to deal with a dynamic schedule without becoming frustrated.

The ideal candidate understands our core values:

- **A**ccountability,
- **C**ustomer Focus,
- **I**ntegrity, and
- **P**rofessionalism

They understand and live these principles. This person wants to be part of a growing team and is able and willing to grow with the business.

We are beginning to review candidates immediately and will continue until we fill the position.



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What is the Position?

The following is a summary of this position.

Job title: Buyer / Planner	FLSA status: TBD Reports to: Materials Manager
Position Summary The Buyer Planner is to manage the purchasing of inventory and non-inventory products, raw materials and machined components. Purchasing involves ensuring that all products are obtained at the lowest possible cost through negotiations with suppliers and shippers, the quantities are right, they are delivered at the best negotiated shipping rates, are delivered at the right time, and they meet our quality standards.	
Minimum Qualifications <ul style="list-style-type: none">• Associates Degree in Business Administration/Engineering Technology or equivalent combination of education and experience is required.• Minimum of three (3) to five (5) years of purchasing experience in an engineering or manufacturing organization, preferably in the compressor or heavy machinery industry.• Requires experience interpreting and reading engineering drawings.• Strong analytical, organizational, and negotiating skills required.• Ability to develop, analyze, and interpret operational and financial reports• Knowledge and ability to operate a computer and enter, format, and present data using software such as Microsoft Word, Excel, Access and customized in-house software.• Excellent time and priority management abilities required.• Must possess the senses of sight and have excellent oral and written communication skills in English.• Must lead by example in all areas of professionalism and must command the respect of his/her subordinates, peers and the company customer/vendor base.• Must possess the ability to compose standard business letters and reports with proper format, grammar, punctuation, and spelling, using all parts of speech.• Must have the ability to speak with poise, voice control, and confidence, using a well-modulated voice.• Must be able to understand complex issues and problems, and consistently reach sound business decisions.• Must possess the ability to coordinate a variety of routine projects and activities simultaneously without losing control, poise, or professionalism.• Ability to work independently with a minimum of supervision.• Highly self-motivated, self-directed, and attentive to detail.• Familiarity with manufacturing environment.	
Salary and Benefits Salary and benefits are competitive and commensurate with qualifications.	
Location and Work Environment This position will require work at the ACI Cambridge facility. The average work day will be 8 hours a day Monday thru Friday.	
Tentative Start Date July 2021	



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What are the Next Steps?

If you're ready to learn more and apply, send your résumé as a Microsoft Word (.doc or .docx) file or PDF via e-mail to mmayberry@aciservicesinc.com

If you have questions, please call and speak directly to our Materials Manager, Mark Mayberry at (740) 435-0260 ext. 519

Visit us on the web at www.aciservicesinc.com.

Consider starting an exciting career with ACI—the compression experts!