

Senior Procurement Specialist

SUMMARY

Must have outstanding negotiating, sourcing, and procurement skills. A minimum of 5 years experience purchasing commodities including raw materials, electro/mechanical components, and active/passive electronic devices is required. The individual will be a team player who has the ability to work in a fast-paced manufacturing environment with the minimal supervision. Excellent communication, organization, and computer skills are a must. This individual has the responsibility and authority to perform the assigned tasks listed below.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepares and/or assists in the preparation of Requests for Proposals/Requests for Quote.
- Procures supplies, raw materials, and equipment necessary for the successful operation of the organization with minimal supervision.
- Reviews requisitions as to compliance with purchasing policies and procedures and issues purchasing orders, as appropriate.
- Exercises good working knowledge of materials and sources of supply to make purchases at prices consistent with quality and quantity requirements.
- Conducts and monitors training of junior level purchasing positions within the department as well as training of the general user population on purchasing policies and procedures.
- Represents the Company in daily purchasing activities with manufacturers' representatives and OEM direct sales.
- Responsible for participating in the quality management system initiatives and adhering to all requirements.
- Assists in formulating purchasing operating procedures.
- Responsible for performing other related tasks deemed necessary by management.

QUALIFICATIONS, EDUCATION AND EXPERIENCE

A.S. Degree in Business Management or equivalent required. Minimum of 6-8 years of direct procurement experience in an electro-mechanical manufacturing environment a must. A successful background investigation is required for this position.

MEASURABLES

- Positive Bid-to-Buy procurement ratio(s) on all contracts secured.
- Number of Purchase Orders
- Overall project cost reduction.

US Citizenship required

E-Verify

Job Type-Full Time

Drug Free Workplace

Salary: \$25.64 to 30.26/hour (Depends on Experience)

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