

Procurement Specialist

Job Summary:

The Procurement Specialist ensures items or services are purchased from specified suppliers and are delivered upon agreed terms and conditions seeking maximum value for the company including agreed time and cost.

Relationships:

Direct Report: Procurement Leader or Procurement Manager

Functional Report: Procurement Specialist – Product Line reports functionally to the Product Line Planning Manager

Cross-functional relationships: Maintains a close working relationship with Planners.

• Essential Responsibilities and Duties:

- Key responsibilities:
- Interfaces with Product Line Planning Manager in order to plan and prioritize purchasing activities to support the Product Line
- Participates in Product Line forecasting and planning meetings
- Reviews MRP planned orders, creates requisitions for purchased items and manages the approval process
- Transmits and prioritizes approved purchase orders, with appropriate supporting documents, to Supplier
- Tracks acknowledgement of order by Supplier
- Prepares and communicates shortage and backlog reports, and provides visibility of other potential interruptions to Product Line Planning Manager
- Enquires and tracks with designated Supplier and confirmation of MfgPro Lead Time, Delivery Date and Cost with follow up communication of any discrepancies to appropriate Planner
- Follows up MRP Action Messages in a timely manner
- Reviews, updates and maintains Open Purchase Orders until closed.
- Reports Supplier non-conformances
- Follows up MfgPro Action Messages in a timely manner
- Prepares return documentation to Supplier
- Leads finance and Logistics staff in resolving reception and invoice discrepancies
- Prepares Non-BOM Purchase Orders within MfgPro as directed by the Procurement Manager or Procurement Leader
- Identifies opportunities and implements actions to continually reduce wasted time, money and resources from assigned tasks
- Employees may be assigned other duties, in addition to, or in lieu of those described above, according to the needs of the location or Company

Specific deliverables of the position:

- Accurate and timely preparation of Purchase Orders
- Tracking and update of Open Purchase Orders from approval through to closure
- Immediate reporting of non-conformances with follow up until resolved

Key Performance metrics that relates to the job

- Product Line on time delivery
- Purchase Order accuracy
- Non-acknowledged Purchase Order line reporting
- Past Due Purchase Order reporting
- Shipping cost

Previous Experience and Competencies:

- Bachelor's Degree in Supply Chain, Engineering, Manufacturing, Science, or Business Administration.
- 2+ years of procurement experience within a manufacturing environment.
- MRP experience.
- CPIM qualified.
- APICS qualifications / certifications highly desirable.

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