

Job Title: Procurement Specialist
Department: Procurement
Reports To: Global Sourcing & Inventory Manager
FLSA Status: Exempt
Effective Date: August 9, 2017

Position Overview:

EnerDel designs, builds and manufactures lithium-ion energy storage solutions and battery systems with a focus on heavy duty transportation, on- and off-grid electrical, mass transit and task-oriented applications. The Procurement Specialist is a key sourcing position that will handle a variety of tasks ranging from initial supplier negotiations to more transactional duties including RFQ, purchase order entry, delivery tracking for Standard Production Products and other project orders, in a fast paced, high pressure environment.

Essential Job Functions

- Sourcing/Selecting qualified suppliers
- RFQ & Negotiation including negotiating best possible price, payment terms, and delivery schedules
- Purchase Order entry
- Supplier relationship management including prepayment, on-time delivery of orders and other transactions
- Measuring & Managing supplier performance (price, delivery, and quality)
- Identifying supplier risks
- Developing and leading new supply sources (Advanced Sourcing, Dual Sourcing) while supporting daily responsibilities
- Examining bids
- Establishing accounts/terms
- Interfacing positively with internal cross-functional organizations and suppliers
- Reporting to Operations to ensure supplying required component parts for production
- Complying with safety and corporate guidelines on business ethics
- Supporting other initiatives/activities as directed by senior management
- Perform other duties as assigned

Required Knowledge, Skills, & Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and ability required.

- Preferred:
 - Bachelor's Degree in Business, Supply Chain, or related area
 - 5-7 years of procurement experience in manufacturing setting including ERP system
 - Advanced knowledge and skills with the: Internet, data entry, spreadsheets, and word processing, specifically with Microsoft Word and Excel and PowerPoint
 - Great Plains (Microsoft Dynamics), ERP system, Quality System, and automotive experience is a plus
 - Working knowledge of the entire procurement process including PPAP and Change Management (Engineering Change Request, Deviation, and Return Material Authorization)
 - Ability to be accurate, responsive, follow-through, multi-tasking, and close attention to detail are essential
 - Ability to be team-oriented as well as work independently, results-driven, positive attitude, and be active with the entire procurement process
 - Ability to organize work load efficiently, meet tight timelines, problem solve effectively, and perform duties of the job accurately and with input and follow-up from management
 - Ability to work in a very fast paced environment, while ensuring continuity of supply for manufacturing parts
 - Ability to drive and lead along with using processes to build and improve work
 - Comfortable and effective in interacting with all areas and levels of the organization to drive organizational goals and objectives
 - Possess strong customer service and support skills
 - Prioritize and follow-up effectively both internally and externally
 - Strong verbal and written skills
 - Willingness to be flexible and adaptable to changing priorities

Supervisory Responsibilities: None

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Physical Requirements/Hazardous Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential work functions.

Physical Demands

- Standing
- Walking
- Sitting
- Lifting
- Carrying
- Pushing/Pulling
- Climbing
- Balancing
- Stooping
- Kneeling
- Reaching
- Handling
- Feeling
- Talking
- Eye/Hand/Foot Coordination
- Vibration
- Typing/Keyboarding

Vision/Sight/Hearing

- Vision-Far Acuity
- Vision-Near Acuity
- Vision-Depth Perception
- Vision-Peripheral
- Color Vision
- Listening/Hearing

Environmental Conditions

- Temperature Changes
- Infectious Disease
- Humid
- Noise

Physical Strength

- Sedentary Work
- Light Work
- Medium Work
- Heavy Work
- Lifting up to 10 lbs.
- Lifting up to 25 lbs.
- Lifting up to 50 lbs.
- Lifting over 50 lbs.

- Hazards
- Wet
- Hazardous Chemicals
- Blood/Body Fluids

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