

# International Procurement Specialist

We are expanding our business and looking for ways to add value to our customers. With that in mind it has become necessary to find a high energy innovative person to join our team in Minneapolis.

We are seeking an International Procurement Specialist who will work passionately for customers (internal/external) every day with quality, delivery, value, and responsiveness in mind. They will act with a sense of urgency and focus on results; They have the ability to think strategically and critically analyze details.

Reporting to the Director of Materials the International Procurement Specialist will play a critical role in our current operations and enterprise-wide strategic growth plan. This person will act as a buyer and interface with suppliers in and vendors in Vietnam and China. The successful candidate will be responsible for purchasing brokered products and materials and services from our international supply partners. They will identify, on-board and manage suppliers that meet our strategic and operational goals. This is hands on role with a strong potential for advancement based on meeting growth goals for the business.

## What you will do in this role

- Assist with Supplier Identification, Approval and Development. Make suggestion regarding suppliers based on analysis and data.
- Negotiate pricing, payment and shipping terms with vendors; ensure system alignment with terms
- Ensure suppliers have credible delivery plans; communicates with Sales and/or operations and planning teams to reconcile the master production and delivery schedules.
- Review suggestions, interprets MRP requirements to create and send purchase orders to supply partners.
- Prepare, maintain, and review purchasing files, reports and price lists, etc.
- Assist with part set-up and maintenance as required including but not limited to descriptions, product groups, supplier terms, contacts, ship points, COO, price lists, etc.
- Collaborate with materials team members and logistics partners to quote costs and assess burden impacts, %/FG, etc. in various scenarios.
- Benchmark pricing and terms to evaluate supplier competitiveness.
- Hold standard supplier status / open order meetings, and support site/team meetings, to ensure suppliers can support client demand and escalate any technical/quality issues quickly to avoid impacting production and/or ship schedules.
- Identify and if needed escalate gaps in commitments both internally and at the supplier.
- Coordinate procurement and distribution of ECM supplied materials to partners as required.

- Maintain knowledge of all organizational and governmental rules affecting purchases, and provide information about these rules to organization staff members and to vendors.
- Coordinate with Logistics to assess HTS codes and Quoting Department on proper part set-up for new and existing parts as required.
- Contact suppliers to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.
- Obtain quotes for products and services as required.
- Actively participate in management of projects for new and existing business as required.
- Responsible for managing the Approved Vendors List (AVL) for brokered suppliers.
- Coordinating and managing Supplier QBR's & score cards; actively engaging with and communicating feedback to/from supply partners
- Track the status of requisitions, contracts, and orders.
- Respond to customer and supplier inquiries about order status, changes, or cancellations.
- Monitor contractor performance, recommending contract modifications when necessary.
- Assist with Customer RFI and other form completions as needed.

## **What you need to have to qualify for this role**

A Bachelor's Degree or Equivalent in Supply Chain, Business or other relevant field of study combined with the following experience. 3 years of experience working in procurement or as a buyer for a company engaged in contract manufacturing, preferably working with suppliers and vendors in Asia. In addition, you must have strong computer skills and exceptional oral and written communication skills including the ability to handle ambiguity and remain calm under pressure while negotiating contracts and agreements. The ability to take problems to management when appropriate will be key to the success of the candidate in this role.

**Software** – Experience with ERP systems, prefer Epicor

**Technical Skills** – Supply Chain, Transportation, import/export regulations, Project Management experience. Microsoft office. Advanced Excel Skills.

## **Work Authorization / Security Clearance**

**A valid passport is required**

**This position requires use of information which is subject to the International Traffic in Arms Regulations (ITAR) and/or the Export Administration Regulations (EAR).** Non-U.S. persons selected must meet eligibility requirements for access to export restricted information. ITAR/EAR defines a U.S. person as a U.S. Citizen, U.S. Permanent Resident (i.e. 'Green Card Holder'), Political Asylee, or Refugee.

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