



Director of Materials & Sourcing Job Description

Primary Purpose

- Drive operational excellence in supply chain capabilities by managing, coordinating and implementing activities related to strategic and tactical purchasing, material requirements planning and inventory control, as well as warehousing and receiving, all within an ERP environment
- Engage in strategic negotiations to achieve favorable conditions and strong supplier partnerships
- Monitor and address supplier performance regarding quality, pricing and delivery requirements

Essential Functions & Responsibilities

- Manages outsourced projects
- Supervises purchasing, shipping and receiving staff
- Manages domestic and international procurement
- Directs and engages in vendor pricing and quality standards
- Remains current on market trends with competitors, suppliers, and maintains procurement pipelines with alternative vendors to ensure corporate standards are maintained in accordance with required margins
- Follows environmental and safety regulations and acts in compliance with U.S. laws
- Negotiates pricing and terms with suppliers to maximize quality, price and delivery
- Leads negotiations with suppliers regarding inventory management, supply and pricing; explore consignment and warehousing possibilities
- Utilizes MRP system to fullest extent for material availability and ordering to ensure timely receipt for production

Skills

- Conscientious about timeliness of assignments and quality of work product
- Possess exceptional written and verbal communication skills, including ability to articulate recommendations in a concise and timely manner
- Able to handle multiple tasks and maintain control and order over same

Supervisory Responsibilities

- Purchasing
- Shipping
- Receiving

Qualifications

- Bachelor's degree in Supply Chain Management or related discipline
- 3-5 years related experience in supply chain management
- Work effectively and efficiently with little supervision
- Ability to speak and present effectively before customers/vendors or employees of organization
- Excellent organizational and time management skills with an ability to multitask
- Proficient in Microsoft Office, including Excel essential

- Knowledge of lean manufacturing
- Strong negotiating skills
- Thorough understanding of MRP
- Ability to setup and maintain blanket contracts
- International procurement experience

Preferred

- Industry certifications (APICS/CPIM certification)
- Experience with Syspro
- 1-2 years of supervisory experience
- Training and experience in Kanban, JIT and lean manufacturing
- Familiar with RoHS/Reach/Conflict Minerals