

Job Title: Manufacturing/Procurement Specialist

Position Description:

Oversee the sourcing and purchasing of technical goods and services related to business and manufacturing operations. Use detailed knowledge of the equipment, manufacturing processes, required materials, services, and supplies used in the machine tool manufacturing industry to understand and implement engineering changes, support production assembly activities, and interface with suppliers and customers on technical issues. Evaluate suppliers, negotiate purchase agreements, and maintain the inventory of supplies required to satisfy current demands. Develop standards and procedures to aid in continuous improvement.

Essential Job Duties and Responsibilities:

- Interact with Engineering personnel to optimize designs.
- Provide support and supervision to production and engineering personnel to evaluate, comprehend, and solve process and engineering-related problems.
- Identify opportunities and make recommendations for process improvements or changes.
- Initiate remedial action to optimize assembly processes, including designing and developing tools, fixtures, and systems.
- Conduct extensive industry research, meet with vendors, and compare products, services, and prices.
- Identify, source, manage, and develop new and existing suppliers.
- Determine if suppliers have the machinery, components, and capabilities needed to support current/future needs and requirements.
- Negotiate sales agreements to purchase required products or services.
- Track supplier performance in terms of quality, cost, delivery, and responsiveness.
- Consult with engineering teams to establish performance criteria and specifications, understand fit, form, and function, and drive manufacturing-related cost savings initiatives.
- Develop, implement, and drive procurement strategies to meet cost savings targets.
- Work with management, engineering, sales, and suppliers on delivery schedules to ensure on-time delivery of the final product.
- Develop, review, and manage the supplier base to ensure consistency with the sourcing strategy.
- Travel when necessary.
- The above description in no way states that these are the only duties to be performed by someone with this job title.

Knowledge & Necessary Skills Required:

- Understanding of Machining & Sheetmetal Principals.
- Knowledge of ERP Systems.
- Proven technical problem-solving skills.
- Ability to work with and apply mathematical concepts.
- Good verbal & written communication skills, problem-solving skills, computer skills, organization, and ability to work in a team environment.

Education & Qualifications Required:





- Higher education preferred but not required.
- Manufacturing and Machining skills.
- Machine building experience a plus.

Company Benefits:

- Company Matched 401(k)
- Health, Life, Dental, and Vision Insurance
- Life and AD&D Insurance
- Flexible Spending Account
- PTO
- Bonus Program
- Wellness Reimbursement

