

JOB DESCRIPTION: Supply Chain Specialist – Procurement

Summary of duties and responsibilities include:

- New supplier development - develop and improve overall supplier and supply base capabilities, be responsible for new supplier selection, audit and approval. Support new product and program development, follow automotive quality standard IATF 16949.
- Assist with new program launch by working with suppliers to ensure key milestones are achieved
- Identify High Risk suppliers using statistical methods for opportunity to improve their quality
- Track supplier's performance indicators, based on scorecards and rankings, to facilitate and develop the supply base's ability to consistently meet or exceed defined expectations
- Maintain AVL (Approved Vendor List) and Supplier Scorecard – supplier monthly performance of on-time delivery and Supplier NCR (receiving and manufacturing)
- Prepare and issue Request for Quotation (RFQ) to approved suppliers. Evaluate the RFQS factors such as terms, conditions, price, delivery, quality etc. and negotiate with suppliers the best prices and delivery times to ensure that company quality, price and delivery times are achieved.
- Initiative annual purchasing cost saving plan and update PPV (Purchasing Price Variance) report weekly to take actions to meet cost saving target.
- Support global negotiation initiatives led by corporate office global procurement by providing pricing specifications, vendor listings and negotiating at the local level
- Facilitate engineering changes and other projects to enable savings and/or sourcing flexibility
- Prepare and issue Purchase Orders (PO's) to suppliers to ensure that company quality, price and delivery times are achieved.
- Interface with Supplier Quality Assurance on production part PPAPs and quality issues
- Maintain and monitor progress of purchase orders including daily or weekly communication with suppliers to obtain purchase order status updates and take proactive actions to ensure that company quality and delivery requirements are achieved.
- Undertake other duties from time to time as directed by supervisor.

EDUCATION, EXPERIENCE AND SKILL REQUIREMENTS:

- Proven 5 years' successful experience as **Automotive tier 1 supplier procurement role** is MUST, purchasing and global sourcing role dealing with North American and International suppliers.
- Knowledge and experience of automotive quality standard IATF 16949 – APQP, PPAP, FMEA and Control Plan to work with supplier directly
- Must have demonstrable experience of successful negotiation of pricing and delivery.
- Knowledge and experience of raw material of steel, aluminum and machining process strongly preferred.
- Ability to read and evaluate engineering drawings and specification.
- Knowledge of market research, data analysis and purchasing best practices.
- Practical experience of using electronic communication methods to keep track of purchase orders, delivery times, transport costs and performance evaluation.
- Proficiency in using Microsoft Office Excel, and MRP/ERP systems
- Demonstrate an aptitude for problem-solving; ability to determine solutions for customers.

- Must possess excellent verbal and written communication skills in English
- Must be results-orientated and able to work independently.
- Have a post-secondary degree in a technical/engineering, mechanical engineering (preferred)