

JOB DESCRIPTION - EXEMPT

Position Title:	Senior Sourcing Specialist			Position # or Level :	
Department:	Supply Chain		Reports to:	Supply Chain Manager	
Employment Status:	(Indicate if position is full time or part time)	Pay Grade or salary range:	(List the pay grade or salary range for this position)	% Travel Required	(List % of travel for this position)

Position Summary:

Responsible for sourcing, negotiating and procuring goods and services needed to support the business, while developing and sustaining strong supplier relationships. The role ensures cost competitiveness, quality and regulatory compliance, timely delivery and continuous improvement in support of business needs

Essential Duties:

- Source and evaluate suppliers based on needs, competitiveness and capabilities
- Negotiate contracts, pricing, delivery, quality and service expectations.
- Resolve supplier related issues including quality, delivery and commercial.
- Manage purchase orders and related deliverables proactively.
- Drive supplier development in the context of supply continuity and supporting emerging technologies and business needs.
- Work with internal stakeholders to ensure supplier plans/capabilities are understood and best utilized by the business in terms of cost, competitiveness and capability

Other Duties & Responsibilities (Optional)
Minimum Qualifications:

- Degree or similar in Supply Chain Management, Business admin or related field
- APICS certification and MRP/ERP experience
- 5+ years of related experience in source and purchasing
- Experience in contract negotiation and familiarity with related ISO and regulatory requirements

Key Competencies:

- Strong communications skills written and oral
- Proficiency in Excel and general reporting tools
- Ability to work in a fast-paced and dynamic work environment

Preferred Skills:

- Related experience in an electronics manufacturing sourcing role
- Working knowledge of supplier management programs /methods

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Work Environment: While performing the duties of the job, the employee is regularly required to sit, stand and/or walk for extended periods of time; use hands and fingers; reach with hands and arms; and talk and hear.
 Ability to lift 30 pounds
 Observe ESD and safety practices
 Wear cleanroom attire on occasion
 Must be a U. S. Citizen or Permanent Resident

Print Name	Signature	Date	
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