

**SAMSUNG ENGINEERING AMERICA INC.
JOB DESCRIPTION**

Email your RESUME to HR@uibsusa.com

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JOB TITLE: Procurement Engineer, Expeditor

DEPARTMENT: Procurement Team

REPORTS TO: Procurement Manager

LOCATION: Austin, TX & Taylor, TX

ESSENTIAL DUTIES AND RESPONSIBILITIES Under policy direction from the Procurement Manager and the Project Team, the Expeditor position is in charge of vendor management including expediting, schedule check, inspection coordination and invoice handling.

- Assumes responsibility to take control and follow up certain order until deliveries are completed for the project.
- Expedite VP submission (GA drawings, ITP and other documents) and secure respective approval for each vendor prints.
- Secure vendor production schedules to be sure delivery date will meet.
- Conduct shop visit as schedule problem arises.
- Coordinate the inspection schedule and making sure materials and equipments are inspected with approved certificate before delivery to project site.

Qualification/Requirement

- At least two years of proven experience in procurement work
- Computer literacy (preparedness to learn and manage computer software packages necessary for office work, especially related to communication and information management);
- Ability to work under pressure, meet deadlines, and prioritize routine and ad hoc tasks
- Demonstrated ability to communicate in written and spoken English;
- Good interpersonal and communication skills;

Desirable

- Structured thinking and understanding;
- Ability to multi-task and be highly organized;
- Consistently approaches work with a positive and constructive attitude;
- Working effectively with others;
- Strong organization skills with a problem-solving attitude;
- Demonstrate openness and respond positively to feedback;