



SOURCING SPECIALIST

Reports To: Office Manager

Revision Date: 06/15/2022

Status: Hourly

Department: Purchasing

Position Overview:

The sourcing specialist will work directly with the purchasing department to source suitable vendors for various products based on customer needs. They will negotiate with vendors to acquire supplies and services at the best price utilizing sourcing strategies and knowledge of the industry.

Job Functions & Qualifications:

- Meet with purchasing, scheduling, and accounting to determine purchasing needs requirements.
- Work directly with the engineering department to detail accurate BOMs.
- Research and analyze current vendors and suppliers.
- Source reputable suppliers for each product line.
- Conduct site visits and implement score cards for vendors.
- Negotiate terms and conditions for each supplier.
- Maintain vendor database.
- Suggest benchmarking based on budget and goals.
- Comprehend manufacturing processes.
- Evaluate vendors and suppliers, reporting findings to management.

Skills

- Knowledge of supply chain management
- Ability to negotiate.
- JobBOSS Software
- Strong organizational skills.
- Excellent written and verbal communication skills.

Essential Functions:

- Occasional lifting of up to 40 pounds
- Hours for position are dictated by the workload and at times require more than a typical 40-hour work week.
*Overtime is paid when authorized.
- Some travel may be required.

Education/Experience:

- Previous manufacturing experience is preferred.
- Bachelor's degree in related field

Compensation:

- This is a full-time, performance-based position; wages are commensurate with skills and experience.
- Medical, vision, dental, life insurance, short term disability, 401K and profit-sharing plans are available after completion of 60 days of employment.