

**Core Source Technologies
Job Description**

Supply Chain / Purchasing



SUMMARY

The ideal candidate will have a strong background in all aspects of supply chain management, technical understanding of a wide variety of commodities and experience in engineering and manufacturing environments. This candidate will be responsible for a wide variety of tasks to be completed in a cost effective and time efficient manner. The candidate must be detail oriented with strong organizational skills and be able to identify and solve problems creatively and independently.

REQUIREMENTS

Bachelors Degree in Business Logistics, Industrial Engineering or equivalent technical experience
12-15 Years experience in an engineering development environment

DUTIES & RESPONSIBILITIES

NPI/Supply Chain:

- Ability to manage multiple projects at one time, ensuring on-time completion within budget
- Provide support to engineering development teams in all aspects of the supply chain
- Evaluate and select suppliers to meet requirements within multiple projects
- Maintain purchasing records as they relate to individual customer contracts
- Identify and manage any transportation or logistical requirements
- Have frequent and effective interaction with other functional areas
- Manage any kitting needs for customer contracts
- Support effective transitions from design to production for new products
- Familiar with ERP software applications, their use and importance internally as well as in customer organizations

Technical:

- Ability to evaluate and suggest alternate components, mitigating risk of cost, lead time and obsolescence
- Able to read and evaluate drawings, CAD 3-D models
- Ability to recognize metal and plastic alloys, understand their differences and guide designers to good business choices

Other:

- Must possess good verbal and written communication skills
- Must possess strong negotiation skills, both tactical and strategic in nature
- Ability to deal effectively and professionally with others
- Adhere to ISO work instructions and other company policies
- Ability to use Microsoft Windows and Office tools
- Other related tasks and activities as required

MISCELLANEOUS

Hours: 8:00 a.m. to 5:00 p.m. Monday-Friday, 1 hour lunch
Overtime as required