



## PROCUREMENT SPECIALIST/EXPEDITOR

### Position Summary

Our factory in Richmond requires a Procurement Specialist to leverage global vendors, source and procure production material, to ensure supply is synchronized with demand and supports production timelines.

### Responsibilities:

- Use the AVL to determine best vendor for cost, delivery and quality
- Communicate with vendors, purchase and monitor delivery
- Manage vendors performance for on-time delivery, pricing and quality
- Create, update and manage Purchase Orders using MRP/ERP systems
- Expedite shipments to meet aggressive production volume demands.
- Monitor inventory to maintain appropriate levels
- Participate in the RMA process as required
- Manage drawings and other document records
- Other duties as required

### Requirements:

- 5+ years of experience in electrical/mechanical high-volume manufacturing environment
- Computer literate with MS Office Suite – Excel Wizardry is a core requirement
- Written and verbal English communication skills
- Experience with MRP / ERP systems – specifically Netsuite

### Assets:

- Supply Chain and/or Logistics certification (SCMP, PMAC, CPIM, APICS)
- Highly organized, calm and detail oriented are characteristics that you exemplify.
- High Bandwidth – able to handle multiple priorities on a regular basis
- Experience with International vendors including China and Europe.

*While we sincerely appreciate every application, only candidates selected for an interview will be contacted*