

US Cargo Systems Job Description

Title: Purchasing Manager
Reports To: Vice President of Operations

SUMMARY

This position manages, directs and implements procurement strategy to support new programs, production programs, targeted cost reductions, supplier deliveries, supplier quality initiatives, and other operations objectives. The Purchasing Manager ensures clear and concise communications between programs, engineering and suppliers. The Manager will provide expertise and guidance on technical specification definition, performance parameters including milestone schedule criteria and contract deliverables. The Manager serves as the focal point and primary interface to the program team relative to performance of subcontractor's efforts and will lead efforts to establish contracts with key suppliers. The Manager will, through the use of performance metrics, seek to create a supply base that is cost effective, supportive to customer delivery needs, and meets or exceeds all quality requirements. The Manager will lead, train, coach and support a team of buying professionals necessary to accomplish the company's objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages the operations function concurrent with business growth, introduction of new systems, meeting financial objectives and on time delivery.
- Manages the entire subcontract life cycle from proposal, to development and then oversight
- Develops RFP/RFQ packages
- Manage staff and supervisors to ensure timely distribution of merchandise within the standards of policies, procedures and quality to satisfy US Cargo Systems and customer requirements.
- Leads the negotiation strategy and proposal responses to meet program requirements.
- Review and approve subcontract deliverables
- Manages all phases of the negotiation for supplier subcontracts
- Single point of contact for managing the technical content and compliance of the subcontract ensuring utilization of "design to cost" and manufacturability
- Manages changes to Statements of Work
- Single point of contact for subcontract oversight and adherence to schedules.
- Perform earned value assessments and associated investigations.
- Leads close-out activities for key suppliers
- Regularly reviews schedules, reports, cost inputs and technical reviews to meet or exceed objectives.

CORE COMPETENCIES

- Commitment to company values and ethics
- Analytical skills: must be able to gather information and use data to determine cause and effect for complex problem solving
- Communication: excellent interpersonal and oral/written communication skills
- Initiative: plans work and carries out tasks without detailed instructions, prepares for problems or opportunities in advance, undertakes additional responsibilities
- Problem Solving: ability to develop and implement new ideas to improve processes
- Leadership: demonstrated ability to lead people and get results through others
- Negotiating skills: must have confidence and the ability to be persuasive and assertive
- Strong customer orientation
- Very detail oriented and always comes prepared
- Strong judgment and decision making

- Ability to organize and manage multiple priorities and effectively deal with tight deadlines and pressure

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Experience with Statement of Work (SOW) Generation
- Working knowledge of Cost Reduction & Risk Opportunity Management
- Familiarity with processes typically used to manufacture electro-mechanical aerospace products
- Maintain an effective high level of communication in all directions for the subcontracting programs

EDUCATION and/or EXPERIENCE

- Bachelor of Arts degree (B.A.) or Bachelor of Science degree (B.S.) from four-year college or university. Technical Degree Programs preferred
- 3+ years of experience in the Aerospace industry
- 5+ years of experience in subcontract negotiation, development and management
- Working knowledge of Oracle preferred.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to lift and carry up to 15 pounds and comply with OSHA standards
- Travel required up to 35%.
- Works at telephone answering equipment, design equipment, and at a PC for hours at a time

While performing the duties of this job, the employee may be regularly required to sit, stand, bend, reach and move about the facility. The environment characteristic for this position is an office setting. Candidates should be able to adapt to a traditional business environment.