

Position Description

Position:	Procurement Manager	Employee Name:	Open
Reports to:	Director of Supply Chain	Department:	Supply Chain
Employee Approval:	Not Required	Date Updated:	04/22/2022

NATURE & SCOPE OF POSITION

- Reporting to the Director of Supply Chain, **the Procurement Manager** is responsible for all aspects of material purchasing ownership, including purchasing, price negotiating, planning of materials in support of the production schedule. This role also manages effective supplier relationship, improves supplier performance, drive lean inventory optimization to achieve inventory turns target, as well as leading new Microsoft Dynamics ERP procurement implementation and procurement process improvement.
- **The Procurement Manager** fosters a goal-oriented, performance driven culture; sets up individual & team KPIs; creates customer-centric, solution-driven, and collaborative mindset. He or She develops, trains the purchasing team members to enhance their purchasing, vendor management, negotiation, and analytic skills; while achieving annual procurement, inventory turns and cost saving targets.

GENERAL RESPONSIBILITIES & AUTHORITY

- **Manufacturing Purchasing Management**
 - Drive material readiness in accordance with the production plan to achieve “Clear to Build” target, ensuring materials & components are procured and arrive at the production plant in advance.
 - Proactively identify material constraints that will impact the production plan. Monitors suppliers to schedule and expedite deliveries when required. Works to resolve shortages and missed/late deliveries and serves the team as point of escalation.
 - Participate weekly backlog review meeting with supply chain and planning team. Provide material Insight to support production backlog reduction activities.
 - Manage suppliers’ performance and quality through monthly KPIs scorecards, driving supplier performance improvement in OTIF and quality (reduce defects, shipment issues) through regular suppliers’ meetings and kaizen improvement events.
 - Collaborates with functional areas such as Planning, Production, Warehouse and Quality, to effectively control material and quality issues through effective communication.
 - Enhance New Product Development & Introduction (NPI) process and ensures supplier readiness at product launch, applies project management tools to ensure 100% supplier readiness at launch and minimize material exposure/obsolescence at end of life.
 - Investigates/analyzes cost drivers, leveraging spend strategies and standardization to identify and implement cost reduction or margin improvement opportunities.
 - Establish standard costs on assigned materials and control price variance.
 - Interacts with Engineering teams on regular basis, addressing requirements for new raw materials required for testing and prototype builds.
 - Accountable to set up, manage and update purchasing master data, including new suppliers, item master (bills of materials) and costs, as well as develop purchasing SOP and training materials.
 - Participate in all internal and external audit requirements.
- **Cost Avoidance & Cost Reduction**
 - Ensure flawless execution of cost reduction and cost avoidance through supplier negotiation per planned timelines for deliverables.
 - Adept in pricing negotiation, cost saving and capable of supporting strategic initiatives with the ability to drive long term supplier partnerships, and implementation of sustainable cost controls.
 - Strong supplier relationships management, capable to develop supply risk mitigation plans to prevent supply issues, mitigate supply risk by identifying new and alternative sources in advance.

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- Completes supplier analysis to acquire the best suppliers and to guarantee an optimum supply chain, and to assess potential assurance of supply risks (financial, stability, capacity, etc.).
- **Leading Lean Inventory Management**
 - **Achieving monthly raw material inventory turns target.** Develop monthly raw material inventory report, conduct inventory & demand gaps analysis, root cause analysis, recommend inventory optimization actions to achieve targeted turns.
 - **Establish and develop new safety stock policies** based on SKU ABC, lead time, re-order point, min/max and other analysis.
 - **Drive lean inventory optimization** through VMI, Kanban, JIT and other lean programs.
 - Establish pro-active plans to prevent undesirable inventory accumulation.
 - Execute a ramp-down process to **reduce SLOB** (Slow Moving and Obsolete), while minimizing stock outs and inventory obsolescence of raw materials.
- **ERP (MS Dynamics) Implementation & Process Improvement**
 - Leading MS Dynamics new ERP system implementation, including MRP (Material Requirement Planning) and inventory modules. Previous working knowledge of MS Dynamics ERP functionality, implementation, training experience is highly desired.
 - Applies project management tools to ensure flawless execution of ERP implementation per planned timelines for deliverables.
 - Leading processes mapping and improvements to reduce cost & improve efficiency.
- **Team Management**
 - Provides strong leadership, guidance and direction to purchasing team members, establishing team and individual development plans and performance goals that align with company objectives.
 - Share best practices and other developmental initiatives to help foster a learning environment focused on procurement management improvement and personal development.
 - Monitor team's performance, implement changes, and correct deficiencies as required.
 - **Strong project and change management skills**, with ability to adapt quickly to change and provide change management guidance to the team and influence cross-functional teams.
- **KPI Scorecard & Management Report**
 - Using ERP systems and business intelligence tool to analyze data to prepare KPI metrics and management reports, conduct root cause analysis to drive continuous process improvement.
 - Accountable for KPI scorecards:
 - Clear to Build
 - Back Order Reduction
 - Supplier OTIF & Quality
 - Raw Material Inventory Turns/\$
 - Annual Procurement Cost Avoidance & Saving \$
 - NPI Execution Lead Times
 - PPV (Purchase Price Variance)
 - Total Cost of Ownership

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EDUCATION, KNOWLEDGE & TECHNICAL SKILLS

- Relevant Bachelor's degree in supply chain or purchasing management, MBA preferred
- Minimum of 10 years' procurement and inventory management experience, with 5 years management experience in a manufacturing environment, preferable in medical device, pharma, CPG industries
- APICS CPIM or CSCP, PMAC, CPP professional designation or similar preferred.
- Results oriented, metrics driven leader with a root cause, proactive, continuous improvement approach that "owns" the processes and drive continuous improvement, **lean six sigma experiences required.**
- Solid, proven negotiation, contract management, problem solving, decision making, critical thinking. Ability to comprehend new information rapidly and integrate same to create successful outcomes.
- **Exceptional analytical skills** and experience with cost/benefit analysis. Advanced user of Excel, Access, Power BI analytical tools. Ability to influence and drive fact-based decision making.
- Highly experienced in ERP systems (MRP, Inventory Modules) is a must; MS Dynamics implementation experience is preferred. **Strong project and change management skills is a must.**
- Outstanding leadership, coaching, and interpersonal skills with the ability to develop and sustain strong relationships at all levels with direct staff, internal partners, and suppliers.
- Action-oriented, highly organized with well-developed time-management skills and adaptable to changing priorities.
- Strong interpersonal and communication (verbal/Presentation) skills with the ability to collaborate cross-functionally.
- Must possess knowledge of Quality Assurance/Quality Control procedures and techniques as they relate to materials management. Good knowledge of ISO and/or FDA is preferred.

LANGUAGE SKILLS

- Must be proficient in written & spoken English.
- Additional Chinese/Mandarin or Spanish would be an asset.

WORK ENVIRONMENT, HEALTH & SAFETY

- It is estimated that the majority of the time will be spent in an office environment.
- Other time will be spent in the warehouse and production areas of the plant.
- Employee will comply with all Health and Safety requirements.
- Employee will ensure all Purchasing Department employees comply with Health and Safety requirements.
- A hair net shall be worn at all times in the extrusion area, clean rooms and in the warehouse area.
- Safety devices, such as glasses and earplugs, must be worn in production areas, as required.

PHYSICAL DEMANDS

- The physical requirements are standing, walking and sitting with 70% of working hours spent in an office environment. Due to the responsibilities of this position, other physical requirements are reaching, grasping, bending and flexing the arms, legs, wrists and fingers.

If interested please contact Alysha Bhalla HR Specialist; abhalla@chsltd.com