

POSITION SPECIFICATION



Senior Procurement Professional

COMPANY OVERVIEW

Pearl designs and builds standard and custom high-speed machine attachments for punching holes, perforating and slitting for the converting industry. Pearl also offers blown film extrusion process enhancements that improve film quality at higher outputs while reducing maintenance. Pearl can be counted on to make any unique application better than anyone! Pearl Technologies' success and reputation are built on outstanding customer service, innovation, quality, speed and delivery.

Pearl has revolutionized the plastics industry with over two dozen patents, a lineup of over 3,000 solution-driven products and 13,000 parts for thousands of customers in every continent of the world. All of the action takes place in Pearl's 41,000 square foot headquarters located in Savannah, New York.

POSITION SUMMARY

The Senior Procurement Professional is full responsibility for the purchasing of all products for Pearl Technologies Inc. as it continues to grow as a leader in the flexible packaging and blown film industries. Contributes to the development, design, organization and control of procurement and contract processes. Responsible for facilitating all aspects of supplier evaluations and supplier relationship management. Through interpretation of both sales forecast and sales history, develop and maintain a plan that will ensure that all objectives of the business are met in a timely and cost-effective way. Coordinates with inventory and works with manufacturing schedules by preparing purchase orders and bid requests; maintains information systems and historical references.

The individual will either personally perform these duties, or through subordinate staff members or contractors that may be occasionally directed. The successful candidate will need to have a proven track record as a technical professional who can help grow the business. Responsible for the direction and execution of own work.

Reports to: VP Operations

Classification: Exempt

Location: Savannah, New York

Key Interfaces: Pearl Team Members including: Engineering, Operations and Manufacturing, Customer Service, Accounting, Inventory, Shipping and Receiving, and Quality Control

MAJOR RESPONSIBILITIES

- Locate vendors of materials, equipment or supplies, and determines product availability and terms of sales. Able to achieve the required objectives of the business in a timely and cost-effective way by obtaining competitive bids, analyzing price quotations and negotiating contracts.
- Order raw materials and other products as needed while supporting manufacturing objectives. Maintain P.O. system and all documentation.
- Consult with vendors to develop or improve product specifications; make recommendations regarding purchases. Organize relationship between suppliers and vendors to improve cost savings.
- Follow-up on projects from engineering and manufacturing job sheets to make sure all materials are in-house or ordered with delivery dates (documented for quick reference).
- Participate in daily production meetings and offer recommendations for scheduling conflicts or inventory adjustments.
- Resolve problems and issues arising from purchase of services, supplies, and/or equipment. Expedite any materials required to meet customer requests or deadlines.
- Proactively oversee and recommend sourcing opportunities, provide risk awareness and perform negotiations. Research and implement new better and/or alternate sources of suppliers.
- Establish, maintain and enforce key metrics to measure vendor performance.
- Develop and maintain procedures, reports, and spreadsheets, making sure data is current. Prepare job costing and budgets as needed.
- Assist with outside contractors on an as-needed basis, obtains bids, and makes sure certificate of liability are on file and current.

QUALIFICATIONS

Pearl seeks a resourceful, dynamic and proactive individual for this role. The successful candidate will be an individual with customer service experience who has a proven ability to work well throughout the organization and interacts well with customers and internal departments.

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

- Minimum:
 - o Associate's degree or equivalent in engineering, procurement, business, or technical field, or equivalent combination of education and experience. Four-year degree, preferred.
 - o Five to nine years equivalent experience or training (manufacturing, purchasing, planning, materials, procurement, etc.).
- Mechanical or machine shop background a plus.
- Detail oriented, self-motivated, and possess excellent organizational skills.
- Must be able to work in an often times fast-paced atmosphere under pressure.
- Able to manage multiple changing priorities while meeting deadlines.
- Strong verbal and written communication skills: ability to interface with personnel at all levels throughout the business as well as work in a team environment.
- Proficient in the use of computers, internet software, Microsoft Office and knowledge of ERP/MRP databases; Infor Syteline a plus.
- Good interpersonal, people skills.
- Must be able to read, write and speak English.

BENEFITS

Pearl Technologies Inc. is committed to its employees and families. Comprehensive benefits package includes: Health Insurance, Dental Benefit, Vision Plan, 401(k) with Employer Contribution, Short & Long Term Disability, Life Insurance, Paid Time Off, Tuition Reimbursement, Employee Discounts, Flexible Spending Account, and Paid Holidays. Salary is competitive and commensurate with education and experience. EOEmployer.

If you are ready to contribute to the ongoing success of a dynamic organization, please forward your resume and a cover letter to: hr@pearltechinc.com