



Making modern manufacturing better™

SMI, a technology leader in Assembly and Testing Systems, enables superior manufacturing experiences around the world. Our diverse team of talented team members are driven by a commitment to creativity, continuous improvement, and operational excellence. SMI is *Making modern manufacturing better™* by developing ergonomic, reliable, and efficient solutions for a more productive workplace.

For additional information about SMI please visit <http://www.systematicmfg.com/>

Job Title: Procurement Specialist

Position Description

This position is responsible for the strategic procurement of raw materials, purchased components, outside processes and contract services. The Purchaser must coordinate with SMI team members to maintain the appropriate level of inventory to meet sales demands and delivery dates. This position will utilize expert knowledge to purchase goods and services at the most favorable price, quality, and delivery, while simultaneously building and maintaining strategic relationships with key suppliers.

General Responsibilities

- Evaluates and selects vendors based upon the needs of SMI and its customer's requirements.
- Negotiates the best value (cost, delivery & quality) for all purchases.
- Prepares, reviews and issues purchase orders efficiently to meet on-time delivery.
- Coordinates the delivery of purchased goods and services to meet on-time delivery.
- Manages vendor quality and delivery performance through vendor metrics and Approved Supplier List. Works with SMI Quality to report defective or unacceptable goods or services.
- Develops current vendors to improve their value proposition (cost, delivery & quality).
- Accurately maintain SMI's purchasing database to high standards.
- Keep up to date on industry, purchasing and engineering standards.

Requirements

- A bachelor's degree in supply chain management/business or equivalent experience.
- Familiar with standard procurement concepts, best practices, and techniques.
- Must be able to read and understand blueprints, for the purpose of purchasing accurately.
- Strong work ethic and a positive team player. Ability to collaborate with others to solve problems.
- Able to effectively communicate both verbally and in writing.
- Sound analytical thinking, planning, prioritization, and execution skills.

The above position description describes the principal purpose and main elements of the role as currently defined. It is neither wholly comprehensive nor permanent and is subject to regular review. The Company may revise the position description to adapt to our customer's changing needs.