



Job Description

Job Title: Strategic Sourcing Specialist
Department: Materials Management
Reports To: Supply Chain Director
FLSA: Exempt

Summary: The Strategic Sourcing Specialist is responsible for buying and for identifying and qualifying new suppliers, for overseeing existing suppliers to ensure conformance to Delta Systems requirements and expectations, for ensuring new components are sourced, qualified, and delivered in a timely manner to support Delta Systems timelines, and for leading corporate value add initiatives.

Essential Duties and Responsibilities

Day to day activities include but are not limited to:

- Prepares and issues purchase orders and change notices and reviews purchase order claims and contracts for conformance to company policy.
- Maintains relevant data in the MRP system item master to include supplier, lead-time, safety stock, minimums, multiples, order quantity, and other modifiers
- Identifies, negotiates with, and qualifies new Delta Systems suppliers who can achieve the required quality, landed price, and delivery requirements for current and new components. Maintains ERP System data integrity.
- Collaborates with Buyer/Engineering/Quality to resolve supplier-related issues.
- Participates in multifunctional New Product Development meetings to understand technical requirements of new purchased components, provide timely, accurate, and competitive RFQ's for prototypes, tooling, and production parts, issue PO's and coordinates arrival of components from supplier to Delta Systems, Inc
- Manages information flow and coordinates meetings as required between Delta Systems personnel and suppliers to ensure project timelines and expectations are met or exceeded.
- Assembles, distributes, evaluates, and executes supplier bid packages to reduce costs/improve value add
- Tracks market trends in electronics and other commodities and implements strategies to ensure competitive costs and component availability.
- Other duties as assigned.

Education and/or Experience:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires:

- Minimum five years working knowledge of the global electronics industry, extensive experience in electronic components sourcing, negotiating, and life cycle management

- Knowledgeable in current and future electronic industry trends.
- Bachelor's degree in business or technical discipline or minimum 5 years of experience in the field of electronics sourcing and supply chain. Familiar with a variety of Supply Chain concepts, practices, and procedures.
- Preferred professional association certification (APICS, CPSM)
- Strong preference for international sourcing experience

Skills:

- Relies on experience and judgment to plan and accomplish goals. Must be confident and self motivated
- Performs a variety of complicated tasks. A wide degree of creativity, flexibility, and latitude is expected.
- Reads and correctly interprets Schematics, Blueprints, Wire Diagrams, Process Instructions, BOMs, Assembly Drawings, and Component Specification Sheets.
- Performs well under pressure
- Works well on teams
- Excellent Microsoft Excel and Word skills
- Excellent oral and written communication skills
- Ability to multitask, prioritize, and organize are success factors in this position