

## **PURCHASING ANALYST**

### **JOB SUMMARY**

Ability to demonstrate strong interpersonal, analytical, leadership, and project management skills to develop close working relationships with others both inside and outside.

Planning, scheduling & coordinating shipments of orders to maximize cost savings and on time delivery

Negotiate terms, price and deliveries of assigned commodities

Strong focus on new vendor selection to achieve competitive pricing

Ability to expedite parts as needed

### **JOB DESCRIPTION**

Selected candidate will prepare bid packages, analyze and evaluate proposals, perform Price/Cost analysis, negotiate pricing and terms and conditions. The individual will purchase complex material, parts, equipment, tools, and supplies as necessary to support all programs from sourcing through the close-out process. The source selection process includes performing supplier capability analysis and using risk tools to develop a source list. The buyer will engage Supplier Quality, Engineering and other cross-functional team members for source selection input as required. Work extensively with Engineering, Program Management, and Quality to ensure on-time delivery of compliant product at or below program budget. Ensure PO compliance with business policy and procedures, and import export regulations (ITAR/EAR). Buyer should be skilled at writing robust summary of awards, and issuing Cure Notices, Show Cause letters and Terminations to non-performing suppliers as necessary. This position will require quick responsiveness and flexibility to support multiple emergent requirements/programs. This individual must be able to work independently and professionally interface with various levels of management as well as functional departments. Must be self-motivated and willing to be an integral contributor to the completion of organizational goals.

### **QUALIFICATIONS**

- Minimum of 5 years previous logistics experience (Domestic & International)
- Previous buying experience is preferred
- Proven ability to coordinate domestic and international shipments & deliveries
- Proven ability to negotiate pricing, terms and delivery schedule with suppliers
- Ability to communicate professionally with outside vendors as well as internally with other departments
- Fluency (able to speak, read, write, and comprehend fluently) in English.