

HARPER INTERNATIONAL

POSITION DESCRIPTION

The Position Description is the tool used by Harper International to communicate and clarify the essential job functions, establish the basis for performance expectations, and identify training needs for each position. Completing the details of the Position Description is a joint effort between the employee and the supervisor.

Part I - Reporting Structure

Date of last revision: February 2018

Department: Purchasing

Job Title: Director of Procurement

Status: Exempt

Reports To: VP of Operations

Completed By: HR

Part II – Position Summary

Harper International is a world leader in customer thermal processing equipment for advanced materials. The Director of Procurement has a unique opportunity to make an impact that will be felt across the company. This person will implement purchasing department best practices, coach and develop direct reports, and manage the department on an on-going basis to achieve desired business results: on time and on budget receipt of materials and execution of subcontracted work.

Part III – Job Responsibilities

Typical Duties

1. Implement best practices in supplier qualification and performance, cost-management, and purchasing department SOPs
2. Monitor job budgets and manage cost to ensure material/subcontract costs stay within budget
3. Develop and implement purchasing and contract management standard operating procedures and policies based on industry best practices.
4. Identify and qualify suppliers of materials, equipment, and/or supplies to include subcontractors. Includes global suppliers, particularly in Asia.
5. Negotiate price, delivery, and other T&C's with suppliers.
6. Direct and coordinate activities of purchasing staff to optimize department resources.
7. Leverage ERP system to manage EACs, POs, requisition aging, etc.
8. Work with operations to ensure order deadlines meet production scheduling requirements.
9. Act as a key member of the middle management and operations team: proactively communicate problems, suggest solutions, and model behaviors consistent with Harper values
10. Lead cross functional teams to drive improvements in engineering, design, manufacturing, and procurement

IV – Knowledge, Skills, Education

1. Bachelor's Degree in Supply Chain Management or related field preferred or related experience.
2. 7-10 years' experience in strategic sourcing and vendor management in related industry (purchasing technical products) required.
3. Must have experience with effectively managing subcontractors, especially w/regards to custom manufacturing.
4. Demonstrated experience developing and coaching direct reports
5. Demonstrated experience with applying supply chain best practices to achieve targeted results.
6. Must be able to read engineering drawings.
7. Experience with materials requirements planning (MRP) logistics and supply chain software required.
8. Must be proficient with Microsoft Office
9. Must have ability to evaluate technical commodities.
10. Must have excellent communication (both verbal & written) and negotiation skills.
11. CSCP or CPM certification preferred.

VI - Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk. The employee is frequently required to sit, use hands, reach with hands and arms, talk and hear. The employee is occasionally required to stand, stoop, kneel, or crouch.