



Strategic Sourcing Specialist

EMPLOYMENT AGREEMENT: Exempt

ADVISOR: Global Purchasing Manager

PRIMARY CHARACTERISTICS:

- **Principles:** Supports and models the company's principles that are identified in the Declaration of Belief and Direction Statement, in all areas of conduct and business.
- **Team Work:** Create a positive, energizing, and rewarding environment for all Coworkers. Work closely with other Reell facilities, functional leaders and Coworkers to achieve broader corporate goals. Contribute ideas, vision, energy, and passion.
- **Continuous Improvement:** Develop continuous improvement plans for Suppliers to provide improvements in processes, capabilities, systems, satisfaction, quality, cost, delivery, and safety.
- **Confidentiality:** Accountable to ensure that all data and protected information remain confidential at all times.
- **Professionalism:** Displays professionalism to all Reell constituencies by the actions, attitudes and work style displayed. Displays appropriate professional dress.

KEY RESPONSIBILITIES:

- **NPI Introduction:** Responsible for the face of procurement on NPI projects and promoting key initiatives such as Early Supplier Involvement (ESI), Total Cost Optimization (TCO), Risk Mitigation and implementing Global Commodity Strategies into NPI projects. Liaises with Commodity Management and Operations as needed to develop Suppliers competency levels to ensure performance to NPI requirements are met.
- **Supplier Selection:** Works with Global Purchasing Manager on new technology and/or supplier requirement in support of project gaps and assists in driving prototype to production purchasing strategy, coordinates and leads supplier selection process, supplier evaluations and quality ratings as critical inputs to the supplier selection and assessment process.
- **New Component Costs:** Recommends standard costs for new components and assemblies to ensure accurate costing of PerkinElmer's products utilizing Should-Cost modeling and make vs. buy analysis and manages sourcing timelines and components cost requirements to ensure projects are delivered on time and within cost expectations.
- **Supplier Project Lead:** Outlines key/critical path components, process technologies and associated component material constraints. Builds effective relationships both internal and external, and interfaces with management as required. Prepares and provides monthly project management updates on key project milestones and critical path issues.
- **Inventory Management:** Manages inventory scale up requirements for new product launch requirements through the Development process. Manages required purchasing tasks to procure parts, materials, supplies, equipment and services required to support the project deliverables. Responsible for all sourcing deliverables associated with NPI Sourcing projects and owns material cost adherence to business case assumptions.

- Continuous Improvement: Proactively identifies, justifies, and initiates supplier improvement projects that will reduce total cost of ownership, improve efficiency and/or Coworker productivity. Identify risk mitigation options and coordinate implementation as approved.
- Purchase Order Execution: Creates and releases PO's (blankets, releases, standard PO's) for material, equipment, or supplies at the best value consistent with required quality, quantity, and availability to meet production and project needs. Ensure accuracy of the purchase order price, quantity and delivery dates. Review open purchase order commitments and make the necessary adjustments to support customer delivery requirements while minimizing inventory. Ongoing MRP update of part and supplier parameters (e.g. order multiples, sourcing rules, etc.)
- Other duties as assigned.

SKILLS REQUIREMENTS:

- New Product Introduction Process knowledge
- Customer focus solutions
- Facilitating & implementing key sourcing projects
- Continuous learning
- Ability to work effectively in cross-functional teams & manage multiple tasks and projects
- Excellent written and verbal communication and ability to develop critical business relationships in a professional and ethical manner
- Strong technical aptitude in multiple products/processes
- Strong negotiation skills
- Cost reduction, organization and leadership skills
- Understanding of regulatory government and environmental requirements
- Ability to read technical drawings
- Experienced with ERP systems, preferably QAD

EDUCATION AND WORK EXPERIENCE REQUIREMENTS:

- Associate degree, technical field preferred
- Minimum of five plus years of sourcing and new supplier product management (domestic and offshore) experience or technical purchasing experience
- Experience working on or leading cross-functional new product introduction (NPI) project teams

PREFERRED REQUIREMENTS:

- BA or BS in Business/Materials Management, Engineering or related field required
- APICS or ISM certification
- Seven plus years supply chain management experience with suppliers in Asia/Pacific

PHYSICAL REQUIREMENTS:

- Domestic and international travel capability of up to 30% (coach class)
- May be required to lift up to 40 pounds or sit or stand for longer periods of time