



# GLOBAL SOLAR ENERGY

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|---------------------------------------|----------------------------------|
| <b><i>Position Title:</i></b>         | Purchasing and Materials Manager |
| <b><i>Department:</i></b>             | Manufacturing                    |
| <b><i>Business reporting unit</i></b> | Global Solar Energy              |
| <b><i>Reports to:</i></b>             | Vice President, Manufacturing    |
| <b><i>Level and FLSA status:</i></b>  | Supervisory/Exempt               |
| <b><i>EEOC Category:</i></b>          | Professionals                    |
| <b><i>Last updated:</i></b>           | New 5/2010                       |

## **Position Description:**

Identify, secure, and manage the global supply, procurement and administration of material for multiple manufacturing sites both in USA and EU.

**Essential Functions:** *(As defined under the Americans with Disabilities Act, these include the following responsibilities, minimum job knowledge, skills, and abilities. This is not necessarily an all-inclusive listing.)*

## **Position-Related Responsibilities:**

- Survey and establish foreign and domestic supply
- Structure and negotiate contracts
- Manage strategic supply and general buying
- Oversee the on-time delivery of parts
- Control inventory to plan
- Develop and control departmental budgets
- Interview, hire, train personnel
- Work with development in early stages of design for design to cost objectives
- Determines and administers policies and procedures relating to shipping/receiving and storage of a variety of equipment, supplies and materials.
- Plan, lead, control and organize the staff and activities of a central warehouse/stores operation
- Co-ordinate and organize procedures, supply lines and purchases for all company sites.
- Purchase machinery, equipment, tools, raw material, packaging materials, parts, services, and supplies necessary for the Company's operation
- Compile and analyze statistical data to determine feasibility of buying products and to establish price objectives
- Confer with vendors and analyze vendors' operations to determine factors that affect prices and determine lowest cost consistent with quality, reliability and ability to meet required schedules

- Review proposals, negotiate prices, select or recommend suppliers, analyze trends, follow up orders placed, verify delivery, approve payment, and maintain necessary records
- Interview and confer with current and prospective suppliers to determine supply capabilities, transportation logistics, inventory control and management
- Monitor critical industry relations to be aware of capacities, technological enhancements, pricing trends, obsolescence, and possible work stoppages
- Establish and negotiate procurement cost reductions early in the development and manufacturing process with the respective supplier management to ensure the business objectives are achieved
- Maintain a procurement system, including policies and procedures, as well as, the purchasing portion of an ERP system
- Design and support as required the total quality management (TQM) and demand flow technology (DFT) platforms

**Management Responsibilities:**

- Ensure that the Company's management principles, policies and programs are consistently practiced and continually support the Affirmative Action Plan
- Assume fiduciary responsibility for operating the business and provide recommendations on cost improvement measures
- Ensure that the Performance Management program is administered uniformly and effectively

**Knowledge, skills and abilities:**

- 10 years relevant experience in management position in Business, Material Operations, or Material Management
- Demonstrative flexibility and experience in managing a start up to full production environment
- Up to 50% travel required
- CPIM, CPM, APICS
- Bachelor's Degree in Materials Science, Engineering or Business Administration preferred.
- Demonstrates experience with MRP/ERP software and Microsoft Suite
- Experience with initiating and administering commercial and government contracts
- Demonstrated ability to communicate effectively at all levels, including speaking and business writing
- Operational experience with overall global material requirements in a demand flow technology/theory of constraint environments
- Excellent verbal and written communication skills

***All employees are expected and required to adhere to the Company Code of Ethics and Principles of Conduct.***