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**Position Title:** Director of Procurement  
**Department:** Procurement  
**Reports To:** CFO  
**Location:** Huntsville  
**FLSA Status:** Exempt  
**Prepared Date:** June 12, 2018  
**Approved Date:** June 12, 2018

#### **SUMMARY**

The position is responsible for the procurement of direct and indirect products and services for the entire organization. Responsibilities also include development of procurement strategy, operational planning, and execution. The Director of Procurement is the supply management partner for the other functional groups and is responsible for sourcing and procurement processes, systems, and results which include strategy development and implementation, common process definition and deployment, procurement organizational development and leadership, and delivery to support the company's business model, strategies, and financial operating plans. The role is responsible for direct and indirect cost savings, and supplier development and performance. The individual will drive the Company toward best practice procurement capabilities and organizational development, transforming the organization from one that is reactionary to one that is forward looking and prepared for changes in the business and its market place.

A key requirement of the position is the ability to drive change across the organization, and, in partnership with leadership and strategic suppliers, move the enterprise to the next level of sourcing and procurement results, while incorporating the best practices already in place within certain parts of the organization and providing the thought leadership to adapt new best practices.

This is a role-up-your-sleeves role that will require the ability to work not only with other members of the senior management team, but also the desire to get into the details as necessary to ensure the success of the business.

**ESSENTIAL FUNCTIONS** *(To perform within this position successfully, the incumbent must be able to perform each essential duty satisfactorily. Other duties may be assigned.)*

Duties include but are not limited to:

- Develop an organization-wide procurement strategy aligned to business goals
- Communicate strategy elements, values and risks at an executive level
- Implement a strategic sourcing road map for sustainable savings
- Develop category-specific strategies for ongoing category management and optimization
- Assess existing organizational effectiveness and competencies
- Design and lead the right organization structure aligned with the business
- Provides ongoing employee development as well as encouragement to exceed their personal goals
- Implement a robust governance and performance management framework including metrics and scorecards that will improve supplier performance across quality, cost, and delivery.

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- Review technology requirements and implement best-fit solutions
- Drive value and mitigate risk within the supply chain to include: -
  - ✓ Improved Cash Flow
  - ✓ Optimized payment terms
  - ✓ Identification and realization of cost saving and cost reduction opportunities
  - ✓ Improved contract compliance
  - ✓ Improved acquisition efficiency
- Maintaining optimum inventory levels to ensure on-time deliveries to meet customer requirements while minimizing carrying costs & transportation charges.
- Investigating & solving problems resulting from material shortages, poor quality, etc however caused.
- Working closely with other functional groups, notably Engineering, during product development to identify new materials, suppliers, & processes to achieve the best possible quality, reliability, prices, continuity & delivery.
- Performing other duties as directed by the CFO.
- Ability to supervise in an integrated team environment, supporting various working groups. It is imperative that the applicant be able to work within, and lead when called, integrated working groups and be a team contributor.
- Applicant must be self-motivator and able to handle multiple tasks concurrently.

**Supervisory Responsibilities:** Yes

**BASIC QUALIFICATIONS** *(The requirements listed below are representative of the knowledge, skills, and/or ability required and preferred for this position.)*

**Required Education & Experience:**

Bachelor's degree in supply chain management, economics, finance, business or a related field.

Minimum of 10 years of progressive experience within strategic sourcing, supply chain or operations management, preferably within a manufacturing environment. Experience in the electronics industry is highly desirable.

5 – 8 years of experience working procurement for defense contractors or commercial businesses that have multi-year contracts with their customers.

**Required Knowledge, Skills, & Abilities:**

- Ability to organize and prioritize tasks; excellent time management skills.
- Strong interpersonal, verbal and written communication skills to interface with project team and external vendors and be able to accurately document, report and present
- A drive for results in a teambuilding environment
- Ability to research solutions and apply advanced planning tools and techniques to resolve business challenges.
- Strong problem solving and negotiation skills to ensure accountability of supply base is maintained
- Ability to organize, schedule, budget and coordinate work phases; excellent time management skills.
- Proficient with Microsoft Office (Word, Excel & PowerPoint); proficient experience using internal ERP systems, use of all engineering software and related applications
- No travel restrictions

**Preferred Education & Experience:**

- Bachelor's degree in supply chain management, economics, finance, business or a related field
- MBA desirable.
- NAPM or APICS certification desirable.
- Experience in Lean, Six Sigma or other formal continuous improvement programs.
- Experience in aerospace and military environment
- Must have experience negotiating national supply agreements with both large and small vendors, letters of intent, and other contractual arrangements
- Experience with Microsoft Windows and Linux operating systems development
- Working knowledge of Microsoft Dynamics AX ERP system
- Thorough knowledge of manufacturing.
- Ability to write reports, business correspondence, and procedures
- Ability to effectively present information and respond to questions

**Physical Demands and Work Environment:**

- The noise level in the work environment is usually moderate.
- The incumbent may be required to walk and stand for long periods of time.