



Procurement Specialist II

Business Unit: Miltope Corporation

Location: Huntsville Customer Focus Center or Montgomery Manufacturing Center of Excellence

This position is an exempt salaried role which normally works a
9/80 work schedule.

Who YOU are and what You can become:

You are a high performing procurement professional with great attention to detail, a drive for excellence and unwavering integrity. You have a demonstrated history of executing tactical and strategic procurements that meet the operational needs of the business. You can work closely and collaboratively with multiple functions across the enterprise. You have experience executing independently while working within a team environment. You desire a role where each day you get heavily involved in the details to ensure the success of the business. You are searching for a procurement role that ultimately serves a noble purpose...like our nation's warfighters.

Who WE are and where WE are going:

At **ST Engineering North America Government, Miltope Corporation** we apply our technology and innovation to solve real-world problems and improve lives. Our dedication to excellence and our strong track record have earned us a distinctive reputation for quality and trust as a global technology, defense and engineering group. Our diverse portfolio of businesses spans the aerospace, smart city, defense and public security segments. We are continuing to grow as our expertise and facilities around the world keep aircraft flying safely and transform and future-proof cities to make them more mobile, more secure and more livable.

What YOU will do:

You will be responsible for maintaining the entire procurement lifecycle including, creating, and issuing requests for proposals/quotes, evaluating bids, negotiating pricing and terms, placing purchase orders, strategic placement of purchase orders, supplier monitoring, supplier development and performance, and on time delivery. Purchase orders can range from low to high dollar value and complexity. This position requires an individual who can manage and negotiate multiple subcontracts simultaneously, while ensuring that policies and procedures are followed. Four key requirements of the position are strategic thinking, strong negotiations experience, purchase order placement, and proactively monitoring suppliers/product delivery.

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:



- Integrating supply chain and communicating activities across supplier development, strategic commodity purchasing, planning to ensure that systemic supplier deficiencies are well communicated and addressed prior to any business impact.
- Ensure strong working relationships with all suppliers / partners. This includes seamless processing of purchase orders, new strategic supplier set up, YOY negotiation savings, metrics, and burndown of overdue elements (aged receipts, payments, etc.).
- Confidently presenting supply chain topics and status in meetings that may include multiple levels of management.
- Prepare and coordinate business correspondence, generate required purchase order/subcontract related reports, and maintain accurate and complete purchase order /subcontract files and records for the company.
- The successful candidate must be able to work independently with minimal direction while leveraging his/her teammates for guidance.
- Implement strategic sourcing for sustainable savings.
- Review technology requirements and implement best-fit solutions.
- Drive value and mitigate risk within the supply chain through supplier health monitoring.
- Investigating & solving problems resulting from material shortages, poor quality, etc.
- Awarding and administering multiple contract types
- Working closely with other functional groups, notably Engineering to identify new materials, suppliers, & processes to achieve the best possible quality, reliability, prices, business continuity & delivery to production needs.
- Applicant must be self-motivator and able to handle multiple tasks concurrently.
- Performing other duties as directed by the Director of Procurement.

Supervisory Responsibilities: No

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

-AND-

Minimum of ten (10) years of progressive experience within strategic sourcing, negotiations, supply chain or operations management, preferably within a manufacturing environment. Experience in the electronics industry is highly desirable. Ten (10) years of experience working procurement for defense contractors or commercial businesses that have multi-year contacts with their customers.



-OR- in absence of degree, 15 years relevant experience.

US citizenship required as well as ability to maintain a security clearance.

Required Knowledge, Skills, & Abilities:

- Ability to write reports, business correspondence, and procedures
- Ability to effectively present information and respond to questions
- 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
- Excellent time management skills.
- Ability to manage and knowledge of multiple contract types
- 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
- Experience in aerospace and/or defense/military environments
- Working knowledge of US Government contracting requirements/regulations, such as FAR, DFAR, FAR Part 15
- Experience with Microsoft Windows and Linux operating systems development
- Working knowledge of Microsoft Dynamics AX ERP system

Physical Demands and Work Environment:

- The noise level in the work environment is usually moderate and much of the role will be in an office environment. Incumbent may be required to perform light duty lifting and/or moving of material(s) within the production space, or for parts shipments in the warehouse space. Travel within the US is likely, incumbent may be required to travel alone or with a team to visit suppliers or Miltope facilities.



YOU get more than Just compensation with Miltope:

- 401K with rich company match
- Medical/Dental/Vision Insurance
- Disability
- PTO
- Tuition Assistance
- Life and Accidental Death Insurance
- Development and Career Growth Opportunities

Please contact:

Human Resources at hr@miltope.com

It takes diverse talent to solve real-world problems. ST Engineering/Miltope Corporation is deeply committed to building a workplace community where inclusion is valued, and everyone feels welcomed. We're proud to consider all qualified applicants for employment without regard to race, color, religion, sex, pregnancy, family status, marital status, sexual orientation, national origin, disability, age, or veteran status, or any other legally protected grounds. So, bring us your personal experience, your perspectives, and your background. It's through our differences that innovative changes are made.

Miltope Corporation is committed to providing reasonable accommodations to qualified individuals with disabilities in the employment application process. To request an accommodation, please contact our Human Resources Team at hr@miltope.com.