



**Title: GRC Buyer / Supply Chain Planner**

**Reports to: VP Operations**

### **Job Summary**

In this role your responsibilities will include sourcing parts, equipment and materials by developing procurement sources of supply chain and fulfilling GRC assigned projects. Consistent communication in monitoring supplier performance, open orders, verifying receipt of items, authorizing payment and assist in managing and controlling GRC inventory. In addition, looking for experience in Electronics and Metals Sourcing of industrial products.

### **Job Description**

Procures products and services for all aspects of business operations while adhering to budget considerations. Reviews requisitions and obtains quotations / bids from suppliers. Continuously develops new supply sources. Coordinates multiple purchase requests in order to obtain best quote for products and services. Suggests optimum inventory levels in order to manage expenses. Develops and executes activities supporting sourcing strategies capable of delivering high quality, cost-effective materials that meet standard and custom project requirements. Responsible for cost, quality, and delivery of standard and custom materials and equipment supporting enterprise data centers and large commercial installations. Negotiates, develops, implements and maintains contracts for selected suppliers, performing data collection to support supplier performance metrics and commodity/market analysis.

### **Responsibilities and Duties**

- Complete purchase requests with domestic and international suppliers by inputting purchase orders, expediting deliveries, and verifying all transactions.
- Define requirements and develop solutions to drive the improvement of GRC Sourcing processes.
- Issue requests for quotes/proposals (RFQ/RFP) and select the best source consistent with cost, quality and delivery requirements.
- Improve business results by identifying problems and opportunities while delivering cost reduction benefits.
- Support outsourcing spend categories in the Electronics and Metals market with expected focus on electronic components and finished goods.
- Negotiate and manage pricing agreements on critical commodities.
- Handle correspondence concerning over-shipments, delivery shortages, changes in quantity, delivery dates, and prices and report such changes to the interested parties in a timely manner as required.
- Act as a liaison between suppliers and GRC to resolve procurement related problems.
- Process non-conforming material requests and RMA requests with supply chain partners.
- Maintain appropriate inventory levels consistent with targeted inventory goals and as set by management.
- Maintain accuracy of stock code information within the data system, including lead-time, pricing, current supplier information, current purchase order data, etc.
- Monitor supplier performance by ensuring that product is delivered as scheduled and meets specifications; maintaining appropriate files and records of meetings with suppliers to ensure company requirements are met and that supplier is aware of their performance.
- Minimize the total product and process cost by supporting cost reduction efforts and facilitating implementation of innovative sourcing best practices.



- Operate in a collaborative environment working with internal team members on a multitude of projects and assignments, ranging from procurement and supply chain management operations, logistical studies, design and test engineering programs, and support manufacturing and fulfillment operations.

#### **Qualifications and Skills**

- Bachelor's degree is preferred but not required. Work experience in Finance, Accounting, Logistics, or Supply Chain Management is preferred.
- 1-5 years of related procurement experience including purchasing, inventory control, contract negotiation, supply management, supplier relationships, basics of Cost Accounting, and tracking budget expenses.
- Work history in materials management and/or outsourcing.
- Knowledge of MRP processes.
- Work experience in the manufacturing environment is beneficial.
- Knowledge of import freight movement.
- Ability to respond consistently with a high degree of initiative to resolve issues or complex problems that may arise.
- Ability to maintain positive company image and brand.
- Well-developed written and verbal communication, listening and presentation skills.
- Efficient organization and time-management skills.
- A courteous and professional demeanor.
- Strong communication and negotiation skills
- Intermediate to advanced computer skills. Proficient with Excel and developing spreadsheets to manage various parts trackers, projects, etc. Google suite, and other work-related software

**Location:** Austin, TX or surrounding area