

Job Description

Title: Director of Procurement Cost Ctr: 503

Work Location: Addison Position Status: Full-time Part-time

Division & Department: Services & Supply Chain

Position Reports to: VP, Global Supply Chain

JOB SUMMARY

The Director of Procurement relies on knowledge and experience with developing, maintaining and leading a comprehensive Procurement Program. This job requires a self-starting leader who can be both a player and a coach, driving valuable global supplier partnerships and building a team to support increased volume. Working with existing and new suppliers, we expect to structure direct deals to save significant money while maintaining quality on millions of dollars of purchases. Advanced knowledge in Procurement related policies, procedures and systems, program implementation and the ability to work independently with little supervision is required.

SUMMARY OF ESSENTIAL JOB FUNCTIONS

The essential functions listed below are representative of the functions that must be performed in order to satisfactorily fulfill the purpose of this job. Additional functions and duties may be assumed or assigned from time to time.

- Develop and communicate a procurement business plan; establish, communicate and implement short and long-term goals for the department in order to promote effectiveness and efficiency.
- Develop, communicate and administer supplier performance and development plans and appraisals.
- Serve as the primary contact for procurement related questions, training, policy and procedure interpretation and alignment by all departments.
- Oversee contract development and administration.
- Develop and implement procurement reporting
- Assist in supporting improved inventory management with suppliers and vendors, including lead times and order quantities.
- Manage current procurement policies, procedures and programs with a focus on their ability to enhance organizational value and efficiency; meet regularly with respective departments regarding procurement for their understanding and/or recommendations to enhance policies, procedures and develop, communicate and implement new/revised policies, procedures and programs as needed.
- Develops bids and proposals; and reconcile any invoice discrepancies.
- Develop & improve shipping solutions, costs & service
- Achieve cost reductions while protecting & improving quality

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KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required to satisfactorily perform the essential functions of this job.

- Solid analytical and computer skills
- Strong communication skills
- Outstanding team building and leadership skills
- Strong ability to use non-traditional approaches to negotiations

SPECIAL REQUIREMENTS

- Bachelor's degree in Business, Finance or related field
- Proven track record in negotiation & cost savings while protecting quality
- 7-10 years of related experience, with at least 3 years of management experience
- Results-oriented, metrics-driven leader with expertise in purchasing, supplier collaboration, development and compliance
- Experience with sourcing and procurement and building a vendor program
- Approximately 10% domestic and/or international travel required

WORK REQUIREMENTS

The work environment characteristics are representative of those an employee encounters while performing the job. Authentix is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA), the ADA Amendments of 2008 and all applicable state and local laws concerning disability accommodation. Reasonable accommodations will be provided to individuals with known physical or mental disabilities if such accommodation would not impose an undue hardship on the company, and would enable the individual to apply for, or perform, the essential functions of the position in question.

Environment: Work is performed primarily in a standard [*office/warehouse/lab*] environment. Employees may work under the stress of regular interdepartmental interaction and pressure to meet various deadlines.

Physical: Essential functions require sufficient physical ability and mobility to work in an [*office/warehouse/lab*] setting. While performing the duties of this job, the employee is frequently required to stand and/or sit for prolonged periods of time; must be able to hear and verbally communicate in order to exchange information in person or over the phone; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push and/or pull up to 25 pounds of weight; to operate office equipment requiring repetitive hand movement; to occasionally travel to other locations using various modes of private or commercial transportation.

NOTIFICATION

This Job Description is intended to describe the general nature and level of work being performed by people assigned to this job and is not considered an exhaustive list of all

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responsibilities, duties and required skills. This Job Description does not constitute an offer of employment. The employment relationship between the Company and its employees is “At-Will” and based on mutual consent. Authentix, Inc. is an Equal Opportunity Employer.