

# Job Description

Title: Procurement Analyst Cost Ctr: 503  
Work Location: Addison, TX Position Status:  Full-time  Part-time  
Division & Department: Supply Chain Operations  
Position Reports to: Sr Director, Procurement

## COMPANY VALUES

All Authentix employees are expected to embrace our Company values in the performance of their respective tasks and duties.

Always with *integrity*.....Authentixians value:

- Teaming and collaboration
- Advancing science and technology - for a better world
- Dedicating ourselves to our clients' success
- Competing and winning in the marketplace

## JOB SUMMARY

The Procurement Analyst will support the strategic sourcing strategies provide by the Sr Director, Procurement to locate sources, define short- and long-term sourcing plans, negotiate pricing, track and manage cost drivers and cost variances, conduct supply market research, and build departmental best practices.

The person in this role will work to strengthen supplier relationships, manage contracts and price lists, resolve invoicing issues, and ensure feedback to suppliers on performance related issues through a supplier report card process.

Working independently, the Procurement Analyst will support the organization by providing forward looking demand projections to suppliers as well as provide cost and spend projections to finance for appropriate planning and strategic operational alignment.

As needed, the Procurement Analyst may be called upon to support purchase order placement for materials, equipment, supplies and services.

### ***Roles & Responsibilities:***

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.

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- Research and develop, new sources of supply where existing suppliers are inadequate.
- Manage, develop and provide supplier report cards while building a Supplier Performance Management (SPM) process leveraging cross-functional feedback to ensure open communication and continuous improvement within a partnership culture.
- Develop extensive market knowledge and deep understanding of the industry.
- Elaborate sourcing strategies to increase our innovation pipeline, drive cost savings and influence suppliers to transform themselves and their services.
- Negotiate best-value deals with the right suppliers to meet the Company's business need.
- Work effectively as an integral member of cross-functional business teams.
- Constantly look for new technologies, recommend innovative solutions and providers to your internal business partners.
- Influence individuals both externally and internally and build the right relationships to deliver excellent results.
- Build a sustainable supply base for the organization.
- Always treat our suppliers honestly, ethically and fairly: we consider our suppliers as partners in our journey to deliver our renowned products around the world.
- Support Procurement performance metrics around cost reduction, inventory management, quality and customer service
- Provides status reports for procurement contracts, new and renewable, to upper management.
- Support PO expedites when needed in support of the planning team.
- Responsible for working with AP for supplier setup, proper coding of orders and resolution of invoicing issues.
- Provide data collection and analysis support to the Sr Procurement Director to meet strategic objectives and commitments.
- Provide data collection and analysis support to track open orders and receipts for POs for Operating Expenses for Production Operations Cost Centers.
- Generates purchase orders as needed.

## **KNOWLEDGE, SKILLS AND ABILITIES** [education, certification, experience, general skills)

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.

- Bachelor's degree in Supply Chain, Business, Operations or a related field
- 5 years of purchasing experience, Electronics or Chemical procurement experience preferred.
- Experience with an Enterprise Resource Planning (ERP) System, SAP experience preferred
- Demonstrate the ability to persuade/influence directly and indirectly – internal and external partners
- Strong financial acumen and budget management experience
- Strong computer skills including Microsoft Office (Excel, Outlook & Word) required.
- Internet proficiency (supplier and inventory searching) highly desirable.

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- Knowledge of V-look up and Pivot tables, and ability to create excel worksheets

## **SPECIAL REQUIREMENTS** [Travel %, language, etc.]

- Approximately 10% [domestic/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.