

Buyer – New Product Introduction

Location

Boston MA

Overview

Primary support to R & D activities by sourcing and obtaining either components, parts, sub assemblies, assemblies, and services relative to new product introduction. Also ensure these sourcing activities support Satcon's Supply chain criteria.

Description of Duties

- Develop New Product Introduction purchasing processes, procedures and instructions related in accordance with ISO standards.
- Work closely with R & D on new requirements.
- Be the pivot point in supplier selection by reviewing if there are alternate suppliers which have a better value proposition than the one R & D are considering.
- Ensure R &D are not considering parts which would come from the Supplier Embargo List (Suppliers not to be used).
- Ensure that R & D have evaluated if a previous component can be used, thus focus on component re-use.
- Convert engineering requisitions into Purchase orders
- Order sample parts as requested.
- Resolve any invoice discrepancies
- Maintain accurate and up to date records
- Be the focal point to the potential suppliers on all commercial issues such as replenishment lead-times, pricing, payment terms, quantity price discounts, reschedule allowances, return privileges, shipping attributes, warranties, etc.
- Identify if the supplier being considered could have any potential supply road blocks such as certification issues on the item; e.g. UL, TUV, CSA.
- Participate in design reviews & provide regular status updates.
- Once it is determined that a new supplier is being seriously considered, then advise Corporate Procurement and Quality so that assessments, contractual aspects, and evaluations can be performed prior to the part being released to manufacturing.
- Perform cost analysis relative to the final cost of acquisition for the item, and provide to Cost Accounting, Engineering and Corp. Procurement.
- Able to read & interpret Material specification sheets and drawings
- Comfortable and able to be creative in a climate of rapid development and change.

Special Qualifications or Background Needed

- 7 years experience in a Procurement role within the electronics/electrical industry working in a team setting.
- Strong project management skills.
- Demonstrated experience in supporting an R&D or engineering design group in early stage of product development and prototyping and transition to manufacturing.
- Procurement demonstrated skill sets:
 - Implementation, monitoring and control of critical schedule milestones relative to obtainment of parts or services.
 - Ensure adherence to procurement and company policies.
 - Tracking, and tracing sample orders from the supplier/s.
- Very organized
- Thorough understanding of Material Requirements Program (MRP) and lead time elements.
- Being very sensitive to cost reduction initiatives and supplier selection criteria to maximize Satcon's Supply chain.
- Understanding the importance of the Tier Supplier criteria at Satcon; eg. Alliance (Strategic) vs. Tactical
- Ability to hand off new supplier engagements to Corporate Procurement relative to commercial terms and conditions.
- Effective negotiation skills.
- NAPM/ISM certification
- APICS affiliation or certification would be an asset as well.