



Job Title: Purchasing Specialist
Company: Power Electric
Department: Purchasing/Operations
Location: Plymouth, MN
Reports To: Chief Operating Officer

SUMMARY OF ROLE

Responsible for the procurement of goods and services for Power Electric with assigned vendors and manufacturing partners. Communicate and negotiate with vendors and manufacturing partners to minimize costs while collaborating with internal teams to maintain appropriate inventory levels. Support new business growth by coordinating new business activity between internal sales, engineering teams, and related manufacturing partners.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinate activities involved with the procurement of goods and services such as raw materials, equipment, tools, parts and supplies for Power Electric.
- Coordinate activities involved with the support of new business opportunities between internal sales teams and related manufacturing partners.
- Communicate and negotiate with vendors and manufacturing partners to obtain product or service information such as price, availability, and delivery schedule.
- Address vendor and manufacturing partner questions and concerns.
- Support the coordination of logistics for product movement both domestically and internationally.
- Data entry of purchase orders for samples, pre-production approval parts, first article parts, prototypes, tooling, agency, and production requirements.
- Schedule and track purchase orders according to inventory requirements.
- Verify and follow up on existing purchase orders to ensure accuracy and on-time delivery.
- Develop solutions to problems that arise such as shipping errors, delays or pricing errors.
- Process returns and debit memos.
- Assist the Quality Manager as needed with correspondence to manufacturing partners regarding quality issues (related to pricing, shipping, and credit memos).
- Complete customer compliance requests, such as NAFTA, REACH, RoHS, RoHS 2, RoHS 3, Conflict Minerals, etc.
- Complete purchasing month-end activities, including warehouse reconciliations, purchase order updates and assisting with accounting as required.
- Assist with controlling and minimizing inventory and freight costs.
- Work directly in support of operations and in collaboration with department managers and operations staff.
- Develop and maintain professional relationships with vendors and suppliers, customers, co-workers, and management.

ESSENTIAL EDUCATION, SKILLS, AND EXPERIENCE

- Bachelor's degree, business-related (or equivalent experience)
- 3+ years of experience in purchasing, procurement, supply chain, or inventory control
- Strong time management, organizational, and prioritization skills
- Excellent verbal and written communication skills
- Strong negotiation skills
- Have initiative, be proactive, and have the ability to anticipate changes or needs
- Multi-tasking ability while still meeting deadlines and completing tasks



- Perform duties with a sense of urgency
- Creative problem-solver
- Effective working independently and as part of a team
- Fluent in Microsoft Office applications
- ERP/MRP experience
- Experience with international supply base a plus

SUPERVISORY RESPONSIBILITIES

- No direct reports

TRAVEL REQUIREMENTS

- Travel requirement: <10% (Domestic + International)

ADDITIONAL INFORMATION

- Hybrid work arrangement available – Remote (2 days) / in-office (3 days) per week
- In-office work is at company headquarters in Plymouth, MN
- All prospective employees will undergo a background check