



## ***Purchasing Manager Mooresville (Charlotte), NC***

**Company Information:** General Microcircuits, Inc. (GMI), an East West Company is a rapidly growing global manufacturing and logistics company. Based in Mooresville (Charlotte), NC, GMI has offices and factories in the US and Costa Rica that specialize in electronic assembly, and integration. EW's primary services are engineering design, manufacturing, quality assurance, logistics, and warehousing. EW's U.S.-based management, engineering and manufacturing combined with its international capabilities in Costa Rica, China, Vietnam and India ensures that customers reduce the risks and complexities of onshore and offshore manufacturing. GMI is seeking dedicated employees who are interested in a unique, fast-paced, and ever challenging environment with high growth opportunities. Please see our website at [www.gmimfg.com](http://www.gmimfg.com) for additional information.

**Job Description:** The Purchasing Manager is responsible to ensure materials are procured and at the manufacturing site prior to scheduled manufacturing in the most efficient manner while minimizing inventory, risk and liability. This role leads and develops associates in Purchasing, as well as develops and maintains relationships with key suppliers and distributors. This position plans and assigns work, ensures policies and procedures are followed, and evaluates and implements improvements in methods, operating procedures and processes. The Purchasing Manager will report to GMI's Vice President of Global Supply and will be based in Mooresville (Charlotte), NC. If you are looking for a dynamic role working on a variety of interesting projects with flexible work hours, this position could be for you!

### **Main Responsibilities:**

- Lead and assist team to execute orders per MRP and leadtime to support factory build plans
- Lead and assist team to expedite component deliveries and confirm expected receipt dates
- Contribute to company efforts to reduce material costs
- Provide material readiness reports (component availability) to local factory and program managers
- Monitor the ERP Processes and Settings for accuracy and efficiency.
- Manage the day-to-day operations to run the Purchasing department in support of GMI's goals.
- Manage and develop Purchasing department performance measures, and provide regular progress reports to management and associates as required, including associate performance evaluations.
- Elevate employees by recruiting, orienting, training, and developing personal growth opportunities
- Evaluate and implement improvements to gain efficiency in Purchasing.
- Develop and maintain relationships with local key suppliers and distributors.
- Participate in supplier selection, evaluation, and re-evaluation processes.
- Participate in supplier sponsored events.



- Lead and assist team to monitor inventory levels and adjust orders as appropriate when inventory levels are higher than needed
- Lead Purchasing team to monitor excess/obsolete parts and attempt to return or sell when appropriate
- Provide supplier performance report information such as spend, quality, on-time delivery, supplier communication
- Lead and assist Purchasing team to manage local VMI programs (provide forecasts to local suppliers/distributors; monitor VMI inventory levels; add components to existing VMI agreements)
- Work with appropriate local teams for customer approval of alternate components suggested by Strategic Supply Chain
- Support Strategic Supply Chain efforts in multi-factory component package quoting
- Participate in development of, and implement, company-wide best practices and processes for supply chain
- 0-10% travel may be required

#### **Requirements:**

- Bachelor's Degree in Business or related field, or equivalent relevant job experience
- 8+ years Purchasing experience in the area of electronics, mechanical parts or similar
- 5+ years Purchasing Manager experience
- 8+ years experience working with a MRP/ERP system (Infor experience preferred)
- Excellent verbal and written communication skills
- Demonstrated proficiency in problem solving and analysis
- Detail oriented and excellent time management skills
- Experience using Microsoft Office
- Passionate with a sense of urgency and a drive for continuous improvement
- Builds strong relationships internally and externally