



SeaStar Solutions

Job Title:	Strategic Sourcing Agent
Job Purpose:	The primary responsibilities of this position are to negotiate, coordinate and manage external supply chains for new parts and products and seek out new opportunities to improve current sourced material costs for production, operations, engineering, product/program management and quality.
Reports To:	Strategic Sourcing Manager
Direct Reports:	N/A
Version:	2.0 March 22, 2017

Education & Experience

- Degree in Business, Commerce or a related discipline.
- Minimum 5 years of experience, at an intermediate or senior level, of purchasing or strategic sourcing..
- SCMP designation is preferred
- Project Management knowledge and skills are preferred
- Previous experience in a manufacturing environment is an asset.

Responsibilities

- Support new product development and launches through the participation with NPI launch meetings. Monitor and report on supplier or supply readiness to the product launch team.
- Prepare RFQ's and seek quotes from current or new suppliers, negotiate prices, tooling cost, lead-times and shipping terms.
- Conduct "make vs. buy" analysis and make recommendations accordingly.
- Issue pre-production and early production purchase orders, monitor delivery and quality.
- Issue tooling PO, monitor tooling construction progress, ensure on-time completion and approval of tools.
- Track and manage tooling POs as required by product launch and customs compliance.
- Initiate, track and manage Production Part Approval Process (PPAP) submission requirements, ensure timely completion.



- Analyze and calculate product component costs, negotiate lowest costs with suppliers and review quotes against similar manufacturing methods, processes and market trends.
- Negotiate prices and commercial issues/terms regarding cost, delivery, replenishment lead time, shipping, etc. within assigned commodities or projects.
- Renegotiate price increases in order to minimize costs. Track and report price increases.
- Monitor raw materials trends, major currencies trends, and inflation to minimize increases of materials costs.
- Identify and lead cost reduction opportunities within assigned commodities, by re-negotiating, resourcing, redesigning or consolidating supplier base.
- Conduct “spend analysis” to determine top “spend” items, commodities, activities or suppliers to leverage and promote the most effective use of company funds.
- Facilitate or assist to resolve supplier quality issues, support to evaluate and monitor on-going supplier quality and technical capabilities and performance.
- Manage overall supplier performance and giving suppliers period feedback.
- Maintain a good working relationship with suppliers and internal departments.
- Ensure compliance to the SeaStar Solutions and PMAC code of Ethics.
- Complete other job duties and assignments as required.

Skills & Abilities

- Strong problem solving and decision making abilities.
- Well-developed organizational skills with the ability to manage a variety of tasks.
- Strong proficiency with MS Office programs including: Word, Excel, Access, Outlook and PowerPoint; and, the ability to learn other applications quickly.
- Familiar with MRP systems.
- Project Management knowledge and skills
- Strong and effective negotiation skills.
- Excellent customer service, management skills and experience.
- Excellent verbal and written communication skills in English.
- Must have real world experience working with individuals of diverse backgrounds and a respect for difference.
- Professional demeanor whether in person, via email or on the telephone.
- Ability to work well independently and as part of a strong team.

Things to Know & How to Apply?

- Occasional travel maybe required.
- SeaStar Solutions is an equal opportunity employer.



- If you are interested in this position, please send your cover letter and resume to hr.canada@seastarsolutions.com with the subject: 2018-005.
- Relocation assistance is not provided for this role.
- Only applicants legally eligible to work in Canada should apply. No foreign applicants will be sponsored.
- We look at each resume in detail, so please be sure to review the job description and highlight your experience in relation to this role.
- All candidates will be updated on the status of their application.

To find out more about SeaStar Solutions, please visit our company website at: www.seastarsolutions.com or <http://canada.seastarsolutions.com/careers/>