

SeaStar Solutions

Job Title:	Assistant Strategic Sourcing Agent
Job Purpose:	The Assistant Strategic Sourcing Agent is responsible for sourcing and ordering samples, PPAP and production parts as required by new product development or commodity management, communicating and managing ECN and ECR, ordering and tracking tooling, managing spreadsheet BOM during product launch; working independently or in a cross functional team to support resolving supplier technical, quality and manufacturing capabilities and related issues to ensure on-time and on-cost launch or delivery of new or existing products.
Reports To:	Strategic Sourcing Manager
Direct Reports:	N/A
Version:	April 11, 2017

Education & Experience

- Post-secondary education or college degree in business or commerce
- Training or education in purchasing or supply chain
- PMAC certificate or CPP or SCMP designation is highly desired.
- Minimum 3 years proven purchasing experience in a manufacturing environment.
- Previous experience working with the Materials Resource Planning (MRP) or ERP system.
- Experience in negotiation

Responsibilities

- Draft / prepare Request for Quote (RFQ) and request competitive quotes from multiple potential suppliers or candidates by using CF152 or as guided by CF152 and TS-CF152; and or CF247-1 and CF247-2 as necessary
- Follow up RFQs, collect quotations within limited timeframe
- Review, evaluate, challenge, negotiate supplier quotations, make sure suppliers have provided adequate or specific information on the quote.
- Compare the total cost of each quote received and summarize a comparison.
- Frequently communicate and update engineering changes with suppliers in a timely manner to ensure parts/products are quoted and or produced to the latest level and still manage/reduce waste due to changes.
- Manage specification changes, perform SUN related activities (such as sending updated specifications to suppliers, update Vendor Part Data, PO, send CF60 and latest drawing and ES

to supplier, collect confirmation from supplier, etc) updating spreadsheet BOM to record the latest revisions), keep internal or external records up to date.

- Follow up and disposition SIN as well as manage related activities in and outside MAX in a timely manner
- Order and manage samples for different launch stages prior to Pilot build
 - Order P1.0 parts if required.
 - Order P2.0 parts if any rapid prototype tools or hard tools are required or can be potentially used for future production
 - Order P3.0 samples – parts may or may not be required to compliant to PPAP requirements – repetitive orders may be required if design change happens
 - Order P3.5 samples – parts will be required to compliant to PPAP requirements – repetitive orders may be required if parts are out of specs or fail to meet expected outcome
 - Order P3.7 samples – parts may or may not be required to compliant to PPAP requirement – repetitive orders may be required if design change happens
 - Order PPAP or Pilot parts – parts are required to compliant to PPAP requirement – repetitive orders may be required if design change happens
 - Follow up POs to ensure on-time delivery by suppliers
 - Follow up parts in PPAP process, ensure timely completion
- Fill out 'blue card', track sample parts movement as necessary
- Record and track tool commercial information
- Coordinate the receiving, inspection related activities of PPAP.
- Update spreadsheet BOM (CF210) by populating details including PO#, Qty, ETA, Supplier name, PPAP status etc.. for every launch stage throughout the launch
- Coordinate with suppliers/carriers/customs broker to ensure parts are cleared by customs and delivered on time if they come from outside of Canada.
- Pick up from receiving/deliver to shipping/prepare shipping documents occasionally
- Obtain missing paperwork from P/L, Inv, Waybill# to PSW etc
- Review and reconcile receipts and /or invoices as needed
- Produce exporting documents by filling out CF179, coordinate and be responsible for shipping components or samples to suppliers or external testing labs etc as necessary. Manage buy and sell as needed and be responsible for all transactions and paperwork
- Attending regular launch meetings and complete sourcing related issues on time and on cost
- Occasionally purchase/arrange raw materials for producing parts in house or producing parts by a sub-contractor
- Support Strategic Sourcing Agents on certain administrative tasks such as issuing or updating PO, tracking shipments, reconcile invoices, data entry and filing
- Perform other related duties as required.

Skills & Abilities

- Strong sense of urgency and sense of ownership
- Very detail oriented and able to multitask

- Demonstrated intermediate level skills of MS Word and MS Excel, entry level of MS Project and Power Point
- Demonstrated ability to work with others in a team environment.
- Good communication skills in English, both written and verbal.
- A good learner, able and willing to take directions, able and willing to take initiatives
- Demonstrated ability to work independently within established policies and procedures.
- Basic knowledge of engineering drawings and specifications
- Knowledge and experience in ECN and ECR
- Purchasing or working knowledge and experience of one or more of the following commodities or products are highly desired:
 - Electronics particularly the printed circuit board assembly (PCBA) and or box build
 - Castings (die, permanent mold, investment)
 - Plastic injection molding
 - Precision machining (CNC, screw machine)
 - Various raw materials in various shape (aluminum, stainless steel, steel, brass, sheet or bar stocks, extrusion etc)
 - Fasteners and fittings (off the shelf or custom made)
 - Metal fabrication such as stamping, forming, laser cutting etc
 - Electric cable and wire harness
 - Secondary processing such as anodizing, e-coating, powder coating, chrome or nickel plating
 - Packaging and printed materials or products
 - Power transmission products such as bearings, springs etc
 - Sealing products such as O ring
 - Electric motors
- Ability to work both sitting and standing
- Ability to be mobile between all buildings.
- Work environment will include being in an office and occasionally on the shop floor area.

Deliverables

- Support on-time and on-cost launch of new products
- Meet Department objectives

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: 2018-007.
- 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/>