

XP Power is a major supplier of critical power conversion technology to the medical, technology, industrial markets. We are a fast-growing company listed on the London Stock Exchange. We are looking for self-motivated professionals who thrive in dynamic environments. We are proud of and committed to our culture that values Customer Focus, Flexibility, Knowledge, Speed, and Integrity. Joining our team means you will work in a high performing global company where employees collaborate and strive for excellence.

**Job Title:** Procurement Specialist (Buyer/Planner)

**Reports to:** Supply Chain and Logistics Manager

**Location:** Sunnyvale, California

**Employment Type:** Full-Time

**Position Summary:**

The Procurement Specialist position leads and manages all activities and communication for supplier management. Conduct all purchasing activities in accordance with approved standards and in compliance with cost reduction objectives. Functional responsibility includes all aspects of purchasing and supplier management, production planning and scheduling and inventory control.

**Key Responsibilities:**

- Interviews suppliers for material availability and pricing and quality of support.
- Responds weekly to MRP demands, develops demand and supply charts for weekly review.
- Negotiates price and delivery with suppliers.
- Decides on critical need and transportation medium.
- Obtains pricing and delivery relevant to a request for quotation.
- Communicate effectively both verbally and written format to internal and external stake holders.
- Fundamental in establishing long term strategic partnership.
- Performs other duties as directed

**Skills**

- Well-developed basic spreadsheet skills and a basic level of technical skills relating to electronic components.
- Advanced degree of interpersonal judgment and skills to motivate and influence others.
- Must have experience with an ERP system to be able to read, analysis.
- Understanding and experience with S4 Hana SAP would be a plus.
- Must be computer literate and have intermediate to advanced skills with spreadsheet.
- Must have excellent negotiation skills and proven effective verbal, written and presentation skills.

**Experience / Education**

- Bachelor's degree (B. S.) or combination of HS diploma with equivalent material management experience is required.
- 3 to 5 years of material planning and material procurement experience is a must.
- Computer experience with e-mail, MRP systems, and other Microsoft programs.

**Work authorization:**

- United States (Required)

**Work Location:**

- Sunnyvale, CA

**Benefits:**

In addition to competitive salary, XP Power offers a comprehensive benefits package, which includes company sponsored health insurance coverage, and a 401K plan. Non-financial benefits include a friendly work environment.

This is an outline job description and does not attempt to cover the many detailed aspects inherent in the job.

Job holders will be expected to undertake similar or related duties and responsibilities to those listed.

Job Holder's Signature: \_\_\_\_\_

Date: \_\_\_\_\_