

## COMMODITY MANAGER

Special Products & Mfg. is dedicated to being a world-class company providing precision metal fabrication and mechanical assemblies. SPM was founded in 1963 and has been serving a wide range of customers for over 40 years. We are a company with a strong safety first mentality, team based culture with core values that include honesty, integrity, respect and fairness.

### **Responsibilities:**

The Commodity Manager will be part of a team that is responsible for the procurement of raw materials, goods, and services for our manufactured goods and services. This includes the planning, scheduling and monitoring of the movement of materials through the production cycle; utilizing production schedules to maintain inventory at planned levels; ensuring materials standards are met; and managing outside vendors through the processes of qualifying, obtaining quotes, examining bids and making award decisions. You will focus on developing commodity strategies for raw material.

They will also be required to maintain detailed documentation and effectively communicate with the operations and technical support teams. Considerations for safety, quality and delivery are required in all manufacturing decisions. The team member should be able to perform within the principles of Lean Manufacturing, Just-in-Time and Total Quality Management systems/processes.

The Commodity Manager is the materials focal point for Engineering during supplier selections, rating of supplier performance and maintaining supplier relationships.

### **RESPONSIBILITIES AND SCOPE:**

- Solicit material quotations, perform cost analysis functions, lead cross functional teams to achieve program cost goals.
- Participate in supplier selections and the ISO supplier audit procedure.
- Work with NPD (new product development) team members to insure fast and seamless introductions of new designs to full production.
- Work with Engineering and the Purchasing Manager to source new suppliers and/or work with current suppliers for raw materials/component supply for new designs.
- Interface with Productions, Planning, QA, Sales, Engineering to achieve the smooth flow of goods and services in order to maintain committed schedules to customers.
- Maintain current knowledge of market conditions that affect overall cost, lead time, and availability of raw material.
- Maintain aggressive follow-up process to ensure quality and schedule compliance.
- Assist with the development of a Commodity Book with all relevant information on the market, products and suppliers in order to support procurement and engineering.
- Continuously improve supplier performance by understanding business requirements and aligning suppliers with business needs.
- Participate in supplier quarterly reviews and communicate expectations.
- Work closely with Purchasing Manager to negotiate favorable contracts and long term agreements
- Must meet or exceed Key Performance Indicators on cost, quality and delivery

### **Qualifications:**

#### **KNOWLEDGE AND SKILLS**

- In depth knowledge of procurement of raw materials.
- Knowledge of lean manufacturing processes and supplier relationship management.
- Knowledge of ERP systems as applicable to planning & purchasing
- Excellent written and verbal communication skills
- Excellent advanced skills with Microsoft Suite software (Excel, Word, Power Point)
- Excellent negotiation skills.
- Strong analytical and project management skills.
- Strong teamwork and leadership skills.

**Special Products & Manufacturing, Inc. • 2625 Discovery Blvd • Rockwall TX 75032**

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### ABILITIES

- Ability to meet supply chain goals, reduce total landed costs and develop supplier partnerships.
- To establish priorities and effectively manage time to complete duties within specified timeframes.
- Apply problem solving techniques
- Must possess sufficient technical writing skills sufficient to prepare process documentation.
- Ability to provide effective preventive/corrective actions through use of advanced problem solving skills.

### EDUCATION AND EXPERIENCE

- BA or BS Degree
- 5-10 years buying raw material in a manufacturing environment
- Managed multiple suppliers and contract manufacturers preferably in sheet metal market

Company offers full benefits package:  
medical/dental  
life insurance  
holidays,  
vacation,  
401K program with match.

Please fax or send resume to the following:

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Fax: 972/771-8563

Be sure to Reference Job #: CommMgr. 001