

POSITION DESCRIPTION

Clearfield, Inc.

POSITION TITLE: Procurement Analyst

POSITION OBJECTIVE: Manage various procurement projects to support purchasing, contracting, supplier performance management, and commodity management.

POSITION RESPONSIBILITIES:

- Manage On-Time Delivery/On-Time Ship Data and Reporting
 - Ensure the data is accurate and update macros as needed. Send supplier reports and receive feedback from suppliers for late orders. Work with suppliers to improve metrics.
- Support Procurement Managers with Supplier Performance Management
 - Send questionnaires to internal stakeholders as directed. Ensure feedback is received in a timely manner. Consolidate responses and transfer data into PowerPoint, along with various graphs. Data to be pulled from various sources. Provide completed PowerPoint decks to Procurement Managers in a timely manner.
- Complete Monthly Operations Report for the VP of Global Procurement
 - Pull data from various sources. Calculate save, spend under management, rebates, percent of EDI orders, spend/receipts by location/commodity, and diversity spend.
- Support Internal Stakeholders with landed cost estimates
- Support Procurement Managers with Requests for Proposals
 - Pull data and provide information regarding usage. Analyze proposal pricing and provide in a digestible format.
- Support Purchasing and Product Managers with updating safety stock levels
- Complete Inventory Reporting
- Follow-up on past due orders, as requested by Purchasing

POSITION REQUIREMENTS:

Bachelors Degree in Business Administration, Finance, Supply Chain or related.

Advanced mathematical, project management, excel, and PowerPoint skills.

Excellent written and verbal communication skills with team and internal stakeholders.

Provides clear data requirements and deliverables.

Ability to complete projects and accomplish goals.

Ability to manage multiple demands, prioritize effectively and produce appropriate analytics.

Knowledge of Microsoft Office Suite required.

October 2021