

## **POSITION DESCRIPTION**

**Clearfield, Inc.**

**POSITION TITLE:** Procurement Specialist

**POSITION OBJECTIVE:** Manage price negotiations; purchase order creation; order tracking and management; and price dispute resolutions to achieve Clearfield's total cost objectives, to ensure continuity of supply and demand, to ensure quality material within business and technology requirements, and to enhance supply chain flexibility to meet changing manufacturing/customer needs.

### **POSITION RESPONSIBILITIES:**

1. Develop and maintain long-term supplier relationships that will provide Clearfield with competitive advantages including lowest total cost, highest quality products, and superior customer service.
  - Participate in supplier business reviews
  - Provide administrative support for supplier performance management activities.
2. Researches suppliers for RFx; compiles supplier responses and information; conducts supplier financial analysis.
3. Analyzes demand information to place appropriate Supply orders into business software.
  - Work with various organizations within Clearfield to provide quotation support.
  - Receive purchase requisitions and fixed asset appropriation requests (FAAR) and place Purchase Orders as required.
  - Demonstrates the ability to quantify clear business benefit through analytics through understanding the basic economics of Clearfield's business.
  - Provides Market intelligence and other elements of category strategy data as directed.
  - Execute reports, data modeling and analysis as requested.
  - Manage inventory and eliminate obsolescence whenever possible.
  - Assist other team members with expedites with all Clearfield suppliers globally.

### **POSITION REQUIREMENTS:**

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

One or more years of purchasing/commodity management experience.

Excellent written and verbal communication skills with suppliers on an international level.

Basic skills in sourcing and negotiations.

Provides clear data requirements and deliverables.

Ability to complete projects and accomplish goals.

Ability to engage with stakeholders.

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

Knowledge of Microsoft Office Suite required.

August 2018