



Job Description Sourcing Engineer

SUMMARY

The Sourcing Engineer will lead efforts in exploring, initiating, developing, and validating opportunities in cost saving, supply chain risk mitigation, quality improvements and other supply chain related opportunities. The individual in this role will act as both the business and the technical interface between suppliers and development/manufacturing engineers to optimize the supply chain.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Participate in the management of suppliers. Develop and help suppliers meet Hapco quality requirements.
- Work on sourcing projects to improve pricing, delivery, quality, and design.
- Perform the Request-For-Quotation (RFQ) process, analyze Total Cost of Ownership (TCO), obtain cost breakdowns, and perform analysis.
- Develop negotiation strategies and conduct supplier negotiations.
- Conduct product sample inspection to ensure quality.
- Place, track and expedite purchase orders (PO).
- Approximately 20% travel time may include international.
- Positively impact and contribute whenever needed within the company, such as assisting in troubleshooting and problem solving.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position does not have supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills and/or abilities required. Skill sets must include business related computer literacy, analytical problem solving, excellent verbal and written communication, and multi-task oriented skills.

- Procurement experience is NOT required.
- Must possess bachelor's degree in an engineering discipline.
- Solid work ethic and willingness to learn and excel by actions and analytical attributes.
- Use analytical skills to interpret data, including root cause analysis.
- Great Microsoft Excel skills. Must understand Excel formula and functions.
- Basic understanding of various production processes, ex. metal fabrication, casting.
- Read and interpret technical drawings.
- Excellent verbal and written communication skills.
- Ability to follow and give verbal and written instructions with minimal supervision.
- Well organized and detail oriented.
- Able to function in a fast-paced environment and meet deadlines.
- Work well in team environment.
- Other duties as assigned.
- IMPORTANT:



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WE CREATE A LIFETIME OF SAFETY,
OPPORTUNITY AND PRIDE.

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- Any employee who does not understand any portion of the job description for this position needs to bring that fact to their manager's attention so they can provide further work performance or safety instructions, as needed.
- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities which are required of the employee for this job. Duties, responsibilities, and activities may change, at any time, with or without notice.

EDUCATION AND/OR EXPERIENCE

Must possess a Bachelor's degree in an engineering discipline. Degree in Mechanical Engineering preferred with related experience and/or training or an equivalent combination of education and experience.

LANGUAGE SKILLS

The employee in this position must possess the ability to communicate effectively one-on-one or in group situations with customers, suppliers, contractors, executive staff members and co-workers; utilizing methods to include, but not limited to verbal presentations or conversations plus telephone and email communications.

REASONING ABILITY

Ability to apply common sense understanding while carrying out instructions furnished in written, oral, or diagram form plus the ability to create and interpret documents correctly. Possess the ability to deal with problems involving several variables in various situations.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms; and occasionally stoop, kneel or crouch. While performing the duties of this job, the employee is required to sit, stand and walk in the process. The employee must be able to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close and peripheral vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is primarily an office setting. However, occasionally time will be spent in a manufacturing environment. Mandatory safety protection and caution will be required while in the plant.

