



Senior Procurement & Supply Chain Specialist

Singer Vehicle Design – Sun Valley, California

About Us:

Since 2008, boutique restoration house Singer Vehicle Design, based in Sun Valley, California, has been sharing its obsession to celebrate the Porsche 911 – and with more than 100 commissions globally delivered to date, that obsession has been mastered through the craftsmanship of its artisan team and the ability to envision its clients' desires to reimagine the ultimate bespoke air-cooled 911. Through the highest levels of creativity, performance, engineering and technology – and now, partnerships with iconic and globally recognized organizations like Williams Advanced Engineering -- Singer has become THE symbol of why "everything is important."

This full-time position in our Sun Valley office, includes competitive vacation and health benefits.

JOB TITLE: Senior Procurement & Supply Chain Specialist

The Procurement/Supply Chain Specialist will coordinate activities involved with procuring goods and services, review requisitions, and communicate with vendors to obtain product, services and information (such as price), availability, and delivery schedule.

We are looking for someone to own their parts and relationships with suppliers. We need someone that will ensure technicians always have parts available and our inventory is kept to a minimum. The ideal candidate will be familiar with the demand for their parts, the lead times, and the inventory. This person will frequently talk in person to the technician manager to ensure they have what they need, will physically review inventory to ensure its accuracy and will work closely with suppliers to ensure parts are ordered in a timely manner.

Duties and Responsibilities:

- Review requisitions and place purchase orders
- Confirm pricing and lead time with suppliers
- Able to influence and motivate internal customers.
- Develop new supplier relationships based on company goals & objectives
- Maintain and meet suppliers on a regular basis
- Create and maintain either blanket orders or forecasts for suppliers
- Able to generate Analytic Reports as needed based on procurement needs
- Meet with different departments on a regular basis to maintain company established inventory levels
- Work in a cross functional team environment as a strong team player and demonstrate ability to work with other functional groups to achieve company-wide goals.
- Consult the build schedule, inventory and vendors to ensure parts do not delay a vehicle restoration.



Skills/Qualifications:

- Analytical and Problem-Solving Skills
- Multi-Tasking Abilities
- Takes initiative and is comfortable with ambiguity.
- Ability to work independently & with others
- Strong Follow-Up Skills
- Detail Oriented
- Reporting Skills
- Familiarity with Microsoft Office
- Organization & Time Management Skills
- Highly agile with the ability to manage multiple tasks with changing priorities.
- Flexibility to perform job functions as needed

Qualifications:

- Bachelor's Degree/Bachelor's Science Degree or Associate's Degree in Business Administration, Business Management, Accounting or related field
- 3+ years of Purchasing/Inventory Planning experience
- Proficient using Microsoft Products (Outlook, Excel, Word, Power Point, Access)
- Knowledge of MRP/ERP systems
- Excellent written and verbal communication skills
- Solid documentation, mathematical, and analytical skills
- Team player with the ability to show initiative
- Works well under pressure and is able to work independently as well under supervision

Preferred Qualifications:

- Experience in manufacturing and/or automotive industry
- Prior experience working in a small company environment
- Knowledge of car parts

Understanding of multi-process parts

IMPORTANT NOTICE:

This position is not limited to those duties in the job description. Duties and responsibilities can be changed, expanded, reduced, or deleted to meet the business needs of Singer Vehicle Design. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

AAP/EEO Statement: Singer Vehicle Design (SVD) values a diverse workforce and as an Equal Opportunity Employer, SVD does not discriminate on the basis of race, creed, color, national origin, gender, religion, age, sexual orientation, disability, marital status, veteran status, or any other status legally protected by Federal, State, or Local law. SVD assures you that your opportunity with this Company depends solely on your qualifications and other job-related factors

Salary: Salary based on experience



Benefits Package:

Singer Vehicle Design Benefits Package consists of Medical, Dental, Vision, and Life Insurance, Aflac Supplemental/Indemnity Plans, Paid Time-Off (PTO), and eight company-paid holidays.