

## **Supply Chain Specialist**

Here's where you come in...

HindlePower is seeking a buyer/purchaser with experience in a manufacturing environment to join our team. The position is responsible for development of the supplier bases consistent with quality, pricing and on-time delivery. This will include all phases of the purchasing process including cost reduction initiatives and supply strategies for materials in support of corporate goals.

Had you been with us last month, you would have...

- Procured direct and indirect materials with respect to the highest quality, service and lowest cost.
- Obtained quotes by contacting existing and potential suppliers.
- Proactively communicated with internal customers regarding material status, changes and delivery dates.
- Manage multiple supplier relationships and contributed to our excellent on-time delivery record.
- Set optimal inventory levels using Made to Manage ERP System.
- Assisted in cycle counting and inventory control to ensure inventory accuracy.
- Scheduled, ordered and coordinated the delivery of materials, parts and equipment used in the manufacturing process.
- Reviewed purchase orders and delivery dates to ensure timely delivery of materials to meet production demands.

### **Desired Experience:**

- Bachelor's Degree in related field (is required)
- 7+ years' experience purchasing components used to manufacture electronic products. Strong communication, administrative and organizational skills. Ability to coordinate multiple projects.
- Ability to work closely within a team environment while possessing the capability to proceed independently when required with minimal supervision.
- Personal integrity, strong character and a desire to grow with us.
- Experience working with ERP and inventory management systems. Experience in the power electronic supply chain.

### **What we do...**

HindlePower has been designing and manufacturing industrial (non-commercial) battery chargers and dc power systems for the utility industry for over 35 years. Our staff and products serve the power generation and distribution market, switchgear OEMs, power substations, the oil & gas industry, and various transportation maintenance facilities.

We are the market leaders within our industry and have customers in all 50 states, plus additional countries around the world.

## **A few things about us...**

We were founded in 2000 and have enjoyed steady organic growth from our inception. We don't focus on growing our top line but rather the components and company attributes that please our employees. A recipient of 'Top Workplaces to Work' in the Lehigh Valley, we find when you take care of your people, they'll take care of your customers, and everyone wins. We're a company focused on moving ahead, making constant small changes that enable us to continually innovate the way we do business. We're the market leaders in our industry and have worked hard to get here.

Our appealing work environment includes highly competent co-workers, competitive pay, engaging work, flexible dress code, full health, vision, and dental benefits, 401k with employer match, a gain sharing program, and full service cafeteria that serving free lunch. We work hard, have fun, and constantly strive to always get better. Innovation in our company comes from everywhere. We are a flat organization with limited management, we trust our employees to understand how to best do their jobs and best contribute to the organization. There are a lot of things you'll learn about our culture, but the most important for any new comer is that we have a culture of accountability and self-initiative.

We have unusually high expectations of our people. Here are some characteristics that we value in each other...

Initiative...you see it, you do it

Ownership...I've got it, you don't need to think about it

Integrity...decisions are based from our values as human beings

Attitude...anything can be done

Virtue...honesty, good deeds, giving, kindness, and appreciation

Team work...we before I

HindlePower is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, sex, sexual orientation, gender identity, national origin, disability or veteran status. We rarely work remotely and prefer our employees to be on site. HindlePower will provide reasonable accommodation to all applicants and employees.