

## **PROCUREMENT ANALYST**

### **Mitsubishi Power Aero LLC**

The Procurement Analyst will perform purchasing functions, including initiating competitive requests for quotations, issuing purchase orders, and managing delivery of orders in accordance with project/program builds. The applicant must multi-task, able to work with suppliers and internal customers, such as support engineers, quality, and project planners.

#### **Job Summary**

- Establish, evaluate, and select suppliers to develop a qualified supplier base; sustain supplier relationships
- Review requests for procurement, and issue related RFQs and subsequent POs
- Independently perform complete analyses of customer requirements and supplier input to obtain the best possible procurement packages relative to cost, schedule, and quantity
- Independently negotiate with suppliers and act as intermediary between internal customers and suppliers
- Negotiate commercial terms and conditions
- Drive process improvements with internal customers, suppliers, and other stakeholders
- Reduce quality-related turn backs, and compel improved performance from suppliers
- Monitor and maintain all open purchase orders; communicate status to internal customers
- Manage suppliers to verify compliance to purchase order requirements
- Address/solve procurement issues as they arise
- Support cost reduction tasks
- Perform other such duties, as required

#### **Required Skills**

- Familiar with industrial gas turbine components
- Proficient use of Microsoft Office suite
- Experience and knowledge of procurement processes and SAP

#### **Education/Experience**

- Bachelor's degree
- 3+ years relevant experience in sourcing parts for aero-derivative or large frame gas turbines

#### **Additional Requirement**

- 20-40% domestic/international travel will be required to visit suppliers