

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