

Procurement Manager Job Description

RFS Technologies is a worldwide leader in the design and manufacturing of RF cables and end-to-end RF solutions for wireless and broadcast networks. We offer a wide range of products including In-Building Communications Solutions (DragonSkin, Plenum rated cables, Couplers, Splitters, Tappers, Loads, Antennas, and Accessories), Radiating Cables (Smooth Wall, Corrugated Wall, Waveguides, and Accessories), Power and Fiber solutions (fiber or power only risers & jumpers, fire and power combinations and accessories).

POSITION SUMMARY

The Procurement Manager is responsible for developing, implementing, and executing the procurement strategies and processes to assure resource adequacy and drive cost reduction for RFS Technologies. The role involves managing vendor relationships, negotiating contracts, and ensuring that procurement practices align with company objectives and compliance requirements. The position is on-site at the RFS Technologies offices in Meriden, CT. Occasional travel for supplier visits, industry trade shows, and other business-related needs will be required.

KEY RESPONSIBILITIES

- **Develop Procurement Strategies:** Create and implement procurement strategies that align with organizational supply chain and profitability goals.
- **Vendor Management:** Identify, evaluate, and select suppliers; runs RFQ/RFP and QBR processes; establish and maintain relationships; negotiate contracts and terms.
- **Purchasing:** Work with Buyers and supply planning team to oversee the purchasing/replenishment process, including order placement, and delivery & receipt of goods.
- **Compliance:** Ensure procurement processes comply with legal and regulatory requirements, and internal policies and procedures.
- **Cost Analysis:** Analyze spending patterns, internal bottoms-up / BOM product costs, and external raw materials processes to identify cost-saving opportunities.
- **Budget Management:** Monitor, manage, and execute procurement budget and cost-reduction targets.
- **Market Research:** Conduct market research to stay informed about industry trends, commodity pricing trends and tracking, and new products.
- **Reporting:** Prepare and present procurement reports, including performance metrics and cost analysis to senior management.

SKILLS, KNOWLEDGE, AND ABILITIES

- Strong negotiation, communication, and interpersonal skills.
- Ability to analyze data and make strategic decisions.
- Solid understanding of basic accounting principles is preferred.
- Familiarity with metals and/or plastic compounds manufacturing process is a plus.
- Experience within a manufacturing environment is preferred.
- Proficient in Microsoft Office Suite

EDUCATION

- Bachelor's degree in engineering, Applied Science, Business Administration, Supply Chain Management or a related field.
- Minimum of 5 years of proven experience in procurement, supply chain management, or a related field.