



## Supply Chain Specialist Position Purchasing & Supply Chain Department

Location:	Countrywide	
Industries:	Consumer Packaged Goods	Logistics, Retail/Reselling
	Supply, Customers Services	Product Planning & Buying
Functions:	Logistics/Supply Chain	Import – Export
		Consumer Products
Job Type:	Full Time, Part Time, Permanent/Temporary Contract	
Work place:	Work At Home/FREELANCE	
Compensation, \$:	Base Salary + bonuses rate up to 45.99%	

This is a direct-hire position with excellent growth potential in a dynamically developing company. We work with a high degree of autonomy and provide the highest level possible of supply chain services. We are seeking an organized, spreadsheet and numbers-savvy individual to work with several customer order activities. Our company is a multi-channel, specialty consulting business with a mission to enhance the quality of our customer's life/business. By embracing new technologies and creating our innovative customer-engagement strategies, we can continually refine our best-in-class approach to multi-channel procurement service.

**Typical working conditions:** This is a Work-from-Home position with an excellent career growth opportunity. We are about open new offices in many states and will need more staff. So relocation will probably not be necessary. You have the right to perform your duties and tasks in your own home (home office) or wherever it's suitable for you. We are looking for opening an office in your area and the office positions will be available for our existing employees as well (either one).

### WE OFFER:

**Base Salary.** Your salary will be paid biweekly basis by paycheck or direct deposit. The base wage is still negotiable depending on your experience and/or background.

- \$ 62,400.00 plus / year for part-time employment.
- \$ 103,200.00 plus / year for full-time employment.

### Benefits Package

Bonuses (cash bonuses plus to your base salary)

Work related expenses tax deduction (home office deduction, annual electricity bill, percentage of deductible mortgage interest, home depreciation, utilities, homeowners insurance, and repairs you pay for during the year, Internet and phone bills deduction)

We offer cash bonuses rate from 2.99% up to 45.99% in addition to your base pay. The bonuses are usually based on the total amount of a procured value. Some special and urgent tasks are paid with extra high-level bonuses.

**Benefits:** In addition to a very competitive salary and bonus opportunities, this position comes with a generous benefits package including medical, prescription, dental, retirement, paid time off etc.

Procurement is an important part of the supply chain. And in today's world, E-business has become a substantial part of everyday life in many business circles, as a large number of organizations are involved in one form of e-business or another, such as "E-procurement". "E-procurement" is simply an aspect of the procurement function supported by various forms of electronic communication. This position is responsible for overall coordination of the Company's global procurement programs and practices, including, implementation of business strategies that support adaptation to constantly changing market conditions and cost reduction approaches.

We assist clients in identifying and supplying a large variety of products/applications/goods and services around the world. Some products are provided exclusively. We can help everyone get exactly what they want, whether it's an actual physical item, or simply a virtual service.

Working from Home, this position will be responsible for processing orders received from existing customers or the sales team and performing follow-up with manufacturing, logistics and other entities to track status and delivery. There will also be general inquiries and requests for information from existing and potential customers. Besides, this position required to complete purchases, paperwork, and negotiation by established manufacturer and company policies and procedures. In the end, the goal of this position is to ensure a positive customer experience.

You will be responsible for the identification of existing customers' needs, translation of those needs into orders specifications to start the selection of suppliers, vendors, and manufacturers. You will prepare a request for purchased

products/services quotations; coordinate shipments with Local Freight/Trucking companies; manage the delivery of goods and services based on assessment of the customer satisfaction with those goods and services. The other elements of the process involve communication with the suppliers, requests for tenders, price negotiation, ordering, receipt and invoicing.

Competitive advantage is created through strategy development, contract negotiation, management of orders, strategic supplier relationships and performance, supplier development, the technology, information and analysis to enable the process through fact-based decision-making.

**Responsibilities and duties (included but not limited to):**

- Managing the procurement life cycle from order submission through delivery
- Accurate and timely procurement of related products and services
- Monitoring and evaluating supplier performance related to price, quality and service
- Providing administrative support in the purchasing department. Obtain competitive bids on goods and services with the basis of greatest profitability to the company
- Maintain regular contact with possible future suppliers
- Purchasing requirements in support of manufacturing's day to day operations; including administering the vendor quality management system and negotiating contracts with suppliers
- Contact authorized vendors to obtain product or service information such as product specification and application, pricing, availability, and delivery schedule
- Maintain awareness and report the status of tasks assigned
- Perform other tasks as needed

We are looking for providing access to these services through this position as our contact and source. You won't be responsible for any weather delays, event postponements, event cancellations, change of venue (date, time), lost or stolen services etc. The employee is not responsible if any item or service is lost, stolen, destroyed, damaged during transportation or expired/used. Any dispute or claim related in any way to an employee, their work or company's service will be resolved by an appropriate department representative.

**Typical physical demands:** Combination of sitting, standing, bending, stooping, and twisting. Must be able to lift/carry packages up to 12 lbs. Working under stress and the use of telephone may be required. Manual dexterity required for the use of calculator and computer keyboard. We are looking for: Innovative and flexible problem-solver who has experience with outside and inside sales; Proven Leader with relationship building, negotiation, and analytical abilities; Accurate record keeper with experience in sales team management, marketing strategies, skills in the operational, logistics and financial management fields; Proficient in inventory tasks; picking orders, ordering supplies and recount; Self-starter and a team player.

**Goods we normally procure:** Household items, clothing and accessories, home appliances, electronics (laptops, computer accessories, desktops, monitors, computer installation and services, network equipment, computers and accessories, televisions and digital tuners, audio and video systems, digital cameras, lenses, camera devices, gaming consoles, games, alarm system and components, security systems and components), electronic components, integrated circuit electronic components, passive components and other similar items.

**Shipping:** Different shipping companies like FedEx, USPS, UPS, DHL and other, will be used for the shipping process. You will be working with given shipping instructions and documents (labels, invoices etc). We ship domestically to the office or local transportation/warehouse locations, occasionally internationally. All shipments are done under the company's name or company's local office name/representative.

**Budget:** You will be working with the company's funds only. The money will be allocated from the company's budget before the actual purchase procedure. The Company will also reimburse the costs of your various expenses such as: printer materials, phone call bills, driving, and so on.

**Please, send your resume if you have not done it earlier.**

We enjoy an outstanding reputation both as a quality employer and a superior customer care organization. We use our extensive expertise in customer-driven "end-to-end" supply chain, consulting to develop, deliver and sustain effective business models and operational solutions.

**New Leading Way Consulting Services LLC**