

Strategic Sourcing Coordinator

An innovative international company in the Annapolis/Kent Island area seeks a **Strategic Sourcing Coordinator** with large-scale purchasing and contracting experience in military and industrial manufacturing. This full-time, on-site role, based in Stevensville, MD, supports the procurement, engineering, and sales teams to manage supplier performance for high-pressure compressors. Key goals include ensuring on-time delivery, reducing Non-Conformance Reports (NCRs), decreasing RFQ response time, and minimizing costs. The position reports directly to the Supply Chain Manager.

Duties and Responsibilities:

- Lead sourcing initiatives to identify and select suppliers that meet the company's cost, quality, and delivery requirements.
- Develop and maintain strong relationships with suppliers to ensure reliable supply chains and negotiate favorable terms while expanding the Certified Vendor program.
- Conduct cost analysis and market research to identify cost-saving opportunities and improve procurement strategies.
- Negotiate contracts with suppliers to secure the best terms and conditions for the company.
- Work closely with the Quality Department to ensure that all sourced products meet the company's quality standards.
- Collaborate with internal teams, including Procurement, Sales, Manufacturing, Engineering, and Logistics to align sourcing strategies with business objectives.
- Monitor inventory levels and coordinate with the supply chain team to ensure timely delivery of materials.
- Prepare and present reports on sourcing activities, supplier performance, and cost savings to senior management.
- Other duties as assigned.

Expectations:

- Strong negotiation and communication skills
- Analytical and problem-solving abilities
- Ability to work independently and as part of a team
- Detail-oriented with strong organizational skills
- May require occasional overnight travel to meet suppliers and attend industry conferences

Education and Experience:

- Bachelor's Degree in Supply Chain Management, Business Administration or a related field or equivalent experience is required
- 5+ years of experience in Strategic Sourcing, Procurement or Supply Chain Management
- Proficiency in Microsoft Office Suite and procurement software (Epicor Kinetic)

- Experience with international sourcing and supplier management preferred
- Knowledge of industry-specific regulations and standards including ISO 9001 preferred
- Certification in Supply Chain Management (CPSM, CSCP) preferred

Benefits & Compensation:

- Salary commensurate with experience
- Company subsidized Medical, Dental, and Vision benefits effective the first of the month following 30 days of employment, 401K with 3% Safe Harbor Match, Performance Bonus, 13 paid vacations days, 5 paid sick days and 12 paid holidays.
- Growth opportunities are available