



Broadata Communications, Inc. (BCI), a subsidiary of Intellisense Systems, Inc., is a privately held, California-based corporation. BCI is a leading and innovative company specializing in the development of market-driven products for the transmission of digital multimedia (video, audio, and data) over fiber.

Many of BCI's clients are world leaders in their industry, which span a wide variety of industry segments including entertainment, broadcast, medical, professional audio/video, house of worship, education, government, military, and transportation.

We are seeking a highly motivated and skilled **Purchasing Manager** for our Manufacturing Department. This position will oversee the buying of materials and components used for the production of goods. This responsibility involves negotiating prices with vendors and evaluating the quality of the suppliers. The **Purchasing Manager** will meet with various types of suppliers, seeking out new suppliers and tracking trends in the industry. This position will be responsible for actively participating in coordinating, analyzing, and acting upon information and feedback of customer needs, pricing, products, competition, and procedures.

This is not a remote position.

#### **Role and Responsibilities:**

- Develop, implement, and maintain corporate purchasing systems and procedures, enabling purchases from suppliers with the best delivery terms, quality, and total cost performance
- Manage and negotiate with suppliers, traveling to suppliers, as needed
- Perform supplier financial analysis and lead supplier selection
- Perform Make vs Buy Analysis
- Lead benchmarking and analysis for competitive cost structure
- Collaborate with Production, Sales, and Engineering to determine supply needs.
- Develop material cost forecasts and estimates based on engineering design and specifications
- Identify inefficiencies and cost gaps in already sourced commodities
- Support identification of material cost optimization and process improvement opportunities
- Expedite material from suppliers, ensuring accurate and timely delivery of product and necessary certifications.
- Supervise and lead 1 or 2 people, working closely with purchasing coordinators to effectively manage material demand and supply flow.
- Play a pivotal role in establishing our supply chain in Asia
- Administer supplier improvement process to include quantitative supplier performance measures for quality and delivery performance.
- ROHS, REACH and Conflict Mineral Compliance reporting is a plus
- Execute Continuous Improvement initiatives: focus on cost savings and gross margin improvement.
- Investigate and resolve any variances between inventory reports and physical inventory
- Other duties as assigned by management.

**Required Skills, Experience & Qualifications:**

- Bachelor's Degree in Materials Management, Business Operations/Administration, or a technical and/or engineering field.
- 5 – 7+ years of purchasing electronic components experience in a manufacturing environment
- Strong contract negotiation skills of complex requests for equipment, supplies, and services from suppliers and subcontractors.
- Experience working for an OEM, ODM, and/or other relevant organization
- ERP experience (Sage, SAP, etc.)
- Excellent communication skills (verbal and written)

**Desired Skills, Experience & Qualifications:**

- Master of Business Administration
- 2+ years of supervisory experience of at least 2 people
- Exceptional Excel skills and proficiency in MS Office suite
- Certifications from Industry associations is a plus (CPM/CPMM)

**Benefits:**

- Medical, Vision, Dental Insurance
- 10 paid holidays
- 401(k) matching, 100% of the first 4% in eligible compensation
- Flexible Spending Account
- Voluntary Life Insurance