



Position: Sourcing Agent

Location: Eden Prairie or Sauk Rapids, MN

Division/Department: Operations

Exemption Status: Exempt

Date: June 7, 2021

Position Summary:

While support Pinnacle's organizational values of Teamwork, Dependability/Accountability, Customer Focus, Positive Attitude and Do The Right Thing, the Sourcing Agent is responsible for sourcing and obtaining products or services at a competitive price, within the required timeframe and appropriate quality level for material requirements to support the procurement needs of manufacturing, contract manufacturers, new product development and the engineering lab.

Primary Responsibilities:

- Support the development and implementation of sourcing strategies, negotiate pricing and supply agreements for assigned commodities and services. Track and maintain records of commodity pricing and currency exchange rates.
- Execute purchase orders to meet company demand for materials and services. Ensure all requirements, pricing, terms and conditions, and expectations are clearly documented, and manage exception messages by expediting, delaying, or canceling orders as required.
- Monitor supplier performance and resolving issues and concerns. Challenge existing component suppliers and OEM factories to upgrade their capabilities to meet our needs and the needs of our customers.
- Initiate and find opportunities of cost savings to support departmental and company goals at every point of intake. Document all cost savings from various sources.
- Establish and maintain contracts and agreements with suppliers.
- Partner with internal customers by providing information on purchasing processes, products, and suppliers. Reduce problems by understanding customer requirements to assist in and anticipating issues that provide value in resolving supplier and purchasing related issues.
- Attend meetings with Product Management group, gather info for RFQs when needed.
- Support new product development by working with a cross-functional team that includes Engineering, Marketing, Quality, Finance, and Logistics to ensure our supplies are meeting project specifications.
- Obtain quotes as needed on ONE-OF occurrences
- Provide support to manufacturing.
- Drive improvement to key metrics: cost reduction, lead-time, service level, quality payment terms.
- Lead market analysis to identify and develop new suppliers, both globally and domestic.
- Other duties and projects as assigned.

Skills and qualifications

- Bachelor's degree preferred or a combination of education and experience.
- 5 years of procurement/strategic sourcing.
- Global sourcing experience
- Excellent verbal, written, analytical, negotiating, and interpersonal skills.
- APICS or Supply Chain Certification is preferred.
- Advanced ERP or MRP purchasing systems skills and knowledge.
- Ability to travel internationally.
- Proficient with Microsoft Office. NetSuite knowledge a plus.
- Understanding of logistics and tariffs
- Solid Int'l buying experience to ensure understanding of culture and business practices.
- Experience in a high-volume, high-mix manufacturing environment.
- Manufacturing/sourcing exp with stamping, metal fabrication, metal coating, plastic molding and electro-mechanical assembly components and parts desired.

Reporting Relationship

Reports to the Director of Supply Chain

Compensation

Competitive compensation based on qualifications and experience

Benefits include healthcare, dental, vision, 401K, PTO, life and disability insurance, etc.

Working Conditions

Work is typically performed in a standard office setting. Periodic travel to China and weekly travel to Sauk Rapids facility (1 time a week) is expected. Frequent supplier visits in the US and abroad will be required. May be required to work more hours than normal during a regular workweek depending on workload and deadline requirements.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

About Us

Pinnacle Climate Technologies (PCT) invents, develops and manufactures heating and ventilation solutions through commercial, industrial, agricultural, DIY and other retail channels throughout the world. With manufacturing in North America and Asia, PCT serves a diverse customer base in over 25 countries, on every continent. With brands that include Master®, Schaefer®, Remington®, ProTemp®, Americ®, and STANLEY®, PCT is positioned as the global leader in industrial/construction heat, and portable ventilation products.

Why Join Us

Our brands, both young and mature, now have 65 years of experience to draw upon as they optimize manufacturing efficiency, perfect distribution, and lead the industry. And with that, we're now able to innovate faster and more effectively deliver the highest-quality products to the marketplace. As a result,

Pinnacle Climate Technologies is home to brands that are recognized worldwide for reliability, durability, and innovation. At Pinnacle–We make it possible.

Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability, veteran status, national origin or other legally protected classifications.