



## PCI Manufacturing

Open Until Filled

### **Strategic Sourcing Specialist**

The Strategic Sourcing Specialist is primarily responsible for conducting and administering internet sales tasks necessary to meet the goals and objectives of PCI Manufacturing LLC (PCIM). This role consists of gathering all requirements and technical data to properly estimate contract cost and lead time. The Strategic Sourcing Specialist will work hand-in-hand with the Buyer as a cooperative unit while also coordinating sales potentials, procurement needs, and outside processing services with other members of the Sales/Estimating Team. This role is required to work with necessary suppliers to identify appropriate partners for job completion. PCIM internet sales will provide a wide variety of parts and components with different processing, and the Strategic Sourcing Specialist must be able to determine the appropriate buy/manufacturing process for each part.

### **REPORTING RELATIONSHIP**

The Strategic Sourcing Specialist of PCI Manufacturing shall report directly to the Director of Sales.

### **DUTIES AND RESPONSIBILITIES**

- Primary responsibility is to search and recruit job opportunities via internet sales methods.
- Accurately estimate projects/RFQ's in terms of time required and scope of work.
- Reviews specifications/drawings/parts to identify equipment, labor, raw materials, purchased components, packaging and other requirements needed to produce an accurate quoting package.
- Performs necessary diligence to determine applicability of estimate requests by clients and/or potential clients to ensure the estimating actions and responses are in line with the strategic objectives, and resources and equipment capabilities of PCIM operations.
- Interface with external customers in order to obtain appropriate specifications, computer files and documents.
- Responsible to schedule workflows, locating sources and suppliers for processing and materials, gathering technical data, creating workflows, estimating cost, and working with suppliers and customers.
- Works diligently with Sales and Clients to ensure PCIM is meeting monthly internet sales/estimating targets.
- Continually work with Purchasing Department and Shipping/Receiving Department to ensure the best vendors for shipping and purchasing are researched and vetted.
- Reports to work with a professional appearance, and with the persistence to conduct business in a professional manner as a representative of PCIM.
- Works continuously to investigate, research, and interpret the customer base needs, and market conditions in relation to goods and services provided by PCIM.
- Works in a continuous effort to improve estimating processes as to ensure the best business practices of estimating are evolving.



100 Brookwood Rd  
Atmore, AL 36602  
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- Works on a continuous basis to promote and improve customer relations with customers. Ever seeking opportunities to increase YOY sales with PCIM's existing customer base while evaluating opportunities for new markets.
- Maintain files of working documents as back-up for estimate figures in a database driven platform.
- Review Government RFQ's and recommend solutions based on cost, engineering, or materials.
- Conduct a post project review analysis to validate estimating accuracy and adjust to current requirements.
- Analyzes, creates, and presents Basis of Estimates (BOE's) through reports, charts, and other documents to management.
- Maintains knowledge of all manufacturing processes, equipment, and capabilities.
- Performs other duties as assigned by the appropriate member of Management.

### **QUALIFICATIONS**

- High School diploma or GED required.
- Associate's Degree or equivalent technical degree in Engineering, Aerospace Manufacturing, or closely related field required.
- Minimum of four (4) years manufacturing estimating experience required with specific DOD (Department of Defense) experience preferred.
- Experience and/or general understanding of FAR/DFARS (Federal Acquisition Regulation/Defense Federal Acquisition Regulation Supplement) with the ability to demonstrate practical skills required.
- Experience working with ERP/MRP (Enterprise Resource Management/Material Requirements Planning) software preferred though must possess the ability to promptly learn skills required to work in a day-to-day ERP/MRP established operation.
- Must be able to maintain a high level of confidentiality and professionalism within a CMMC (Cybersecurity Maturity Model Certification), NIST (National Institute of Standards and Technology), and ITAR (International Traffic in Arms Regulations) secure work setting.
- Working knowledge of CAD software preferred.
- Must be well versed in sourcing Commercial Off the Shelves (COTS) items and services.
- Must be able to read and interpret drawings and blueprint specifications with the ability to demonstrate.
- Must have working knowledge of computers with ability to work in a Windows environment with various software programs such as MS Office.
- Demonstrated ability to communicate effectively; must be able to communicate with employees, the general public, vendors and customers, and all levels of management, while maintaining professionalism and respect.
- Must possess ability to understand and carry out oral and written instructions.
- Able to acquire and maintain proficiency and understanding of Department of Defense, Prime and other government/commercial contracts, and bidding specifications.
- Must be well organized, self-motivated with excellent attention to detail and ability to coordinate various projects, and exhibit enthusiasm for challenge and new initiatives.
- Must possess and maintain a valid state driver's license.
- Ability to comply with all other requirements as specified within the management level CIEDA Personnel Policies and Procedures.



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### Physical Requirements

The physical demands described herein are representative of those which must be met by an employee to successfully perform the essential functions of the job. Employees must possess the ability to work in a standard office or conference room setting and use standard office equipment, including a computer.

To visit other company sites, employees must be able to operate a motor vehicle and fly in an aircraft, both of which may require sitting for prolonged periods of time. Employees must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. Standing in work areas and walking between work areas will be required. This position requires an employee to occasionally bend, stoop, kneel, crouch, crawl, climb or balance; reach, push, and pull drawers and doors open and closed. The employee must occasionally lift and/or move up to 20 pounds.

*PCI Manufacturing LLC (PCIM) is an equal opportunity employer. PCIM does not discriminate on the basis of age, sex, race, national origin, religion, marital status, sexual orientation or identity, or disability.*

*Preference may be extended to qualified Native American Indian candidates.  
in accordance with applicable federal law.*



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