

About Bentek

Founded in 1985, Bentek is a leading EMS provider of high-complexity, low-volume assemblies to capital equipment manufacturers as well as emerging high-tech industrial companies in the semi-conductor, flat panel, defense, solar, and RFID sectors. In the past year, Bentek has also developed a family of solar combiner products serving the needs of utilities and large commercial solar installations. Headquartered in San Jose, California, Bentek services include product design, engineering services, cable and harness assembly, box build, large scale and complex system integration and test.

Job Location: San Jose, CA

Job Title: Purchasing Manager

Primary Responsibilities:

- Ensures appropriate methods of purchase order administration are maintained and monitors or participates in major dollar procurement negotiation.
- Meets with key suppliers to promote the Company's best interest concerning all matters dealing with the purchase of materials and services and to identify changing market conditions.
- Assures compliance with contractual and customer requirements.
- Reviews progress of team activities and recommends corrective actions where necessary.
- Ensures the coordination of purchase material costs inputs required to support proposals.
- Oversees prioritization of assignments and plans, budgets, organizes and directs flow of work to meet both internal and external expectations.
- Utilizing Continuous Improvement principles, drives efficiencies and quality enhancements within department.
- Leads staff through effective hiring, development, utilization, inspiration and counseling and providing a safe and healthy work environment.
- Ensures a work environment that will foster openness, commitment, discipline, career growth.

Qualifications:

- Communicates effectively, in both written and verbal formats.
- Effectively mentors employees at all levels.
- Understands and uses continuous improvement tools.
- Drives solutions to planning issues with direction from senior management.
- Effective analytical, planning, and organizational skills.
- Effective interpersonal skills with internal and external customers.
- Effective negotiation and problem solving skills.
- Advanced knowledge of Microsoft Office (excel, powerpoint, word).
- Effective understanding of drawings, prints, blueprints.
- Understands Enterprise Resource Planning (ERP) tools.

- Has an understanding of the total business operation to include material procurement, order entry, forecasting, manufacturing, invoicing, customer returns, inventory levels and on-time delivery.
- Discretion and independent judgment when representing the company in supply chain decisions.
- Advanced knowledge of document control operations.

Education / Experience

- 4 year degree or equivalent combination.
- 5+ years purchasing management /procurement/scheduling experience
- 5+ years purchasing/material planning/scheduling experience
- EMS industry provider experience.
- Experience in electro/mechanical manufacturing environments.
- Experience with electrical component market and supply chains.