

## Job Description

### Managing opportunities

- Prepare quote tables to price projects to customers.
- Request quotes from vendors for parts, material, and/or services (or estimate outsourced expenses) with a minimum of 3 quotes per item/process (necessary for FMF regulations)
- Work with the Technical team to obtain in-house times and costs.
- Review the final table for the accuracy of information entered into the quote table.
- Provide final quote table to Top Management for pricing.
- Continuous reminders and follow-ups with in-house and outsourced open requests

### Procurement

- Plan purchasing and delivery dates as appropriate to ensure that Octal's inventory is not filled with parts that cannot be used (plan for production time and long lead items)
- Continuously monitor inventory levels & demands.
- Issue purchase orders to vendors as appropriate promptly.
- Vendors relations:
- Follow up with vendors on all open orders unless advised otherwise.
- Includes orders issued by all Purchasing Agents as related to the project being managed
- Negotiate prices, terms, and qualifications of new vendors.
- Develop relationships with new and existing vendors.
- Weekly meetings with Top Management on these subjects

### General

- Meet deadlines.
- Must be able to produce consistently high-quality results.
- Maintain a clean, organized, and safe work environment.
- Responsible for ensuring adherence to procedures and requirements in all operation activities, from the quote stages to delivery.
- Ensure compliance with the prescribed QMS processes.
- Management skills
- Computer literacy
- Experience with Microsoft Excel
- Able to work independently as well as in a team
- Ability to work on various projects simultaneously.
- Must be able to work in a schedule-driven environment.
- Time management skills
- Attention to detail.