



Sourcing Manager

Kiva Systems, Inc. is a rapidly growing Boston based robotics company that is revolutionizing supply chain operations. Our customers are large retailers, catalog operators, e-commerce and other companies that ship direct to consumers, businesses and retail stores. Please see www.kivasystems.com for more information about us.

Kiva Systems is seeking a talented and motivated Sourcing Manager with extensive experience sourcing and putting in place purchasing agreements with electro-mechanical technology suppliers and contract manufacturers across the global market. The ideal candidate will be a highly organized team player with excellent communication and computer skills. The candidate will have a deep knowledge of gear-motor, battery, electronics, plastics (injection mold and thermoform), and mechanical (sheet metal, machined, and castings) technologies and supplier sources. He/she will have a demonstrated record of global sourcing and purchasing agreements (drafting and negotiating). The candidate will be familiar with a startup culture and the associated hours, deadlines and high-energy associated with launching innovative new products. This position reports to the Director of Supply Chain.

Primary Responsibilities:

- Lead efforts with design engineering and quality to review, recommend, qualify and contract with best in class, global suppliers for bid processes and prototypes
- Create, negotiate, renew, and discontinue supplier agreements or contracts as appropriate
- Ensure effective process and communication channels are in place to maximize the delivery and implementation of any sourcing activity
- Develop, manage, and measure key supplier relationships as assigned
- Proactively monitor supplier competencies and competitive positioning
- Achieve significant cost savings through proactive and creative sourcing approaches as well as leveraging current supply base

Qualifications:

- A proven Global Supply Chain Professional with minimum 5 years experience
- A deep knowledge of and experience with sourcing gear-motor, battery, electronics, plastics (injection mold and thermoform), and mechanical (sheet metal, machined, welded, and castings) technologies and supplier sources.
- A demonstrated record of global sourcing and purchasing agreements (drafting, negotiating, closing, and managing) within specific low-cost geographies preferably China and Eastern Europe.
- Demonstrated success in small to medium size companies
- Knowledge and understanding of accepted purchasing practices and philosophies, including document control, bill of materials, and engineering changes
- Use and familiarity with an ERP (Syteline a plus) and PDM/PLM systems (Arena Solutions a plus)
- Excellent computer, written and oral communication skills
- Proficient in MS applications
- Direct experience with ISO 9001 Quality Systems, TQM and/or Six Sigma
- Bachelors degree preferred

The successful candidate for this position will have demonstrated the following **behaviors**:

- Willingness to "roll up the sleeves" and do what needs to get done
- Strict attention to detail with strong organizational skills and follow-through on assigned tasks
- High intelligence and ability to learn quickly
- Strong ability to multi-task and drive results in a fast-paced culture
- Be self managing and proactive
- Understand the culture of a startup company
- High energy

Please send qualified resumes to manufacturingjobs@kivasystems.com.