



Cobham Mission Systems Division
2734 Hickory Grove Road
Davenport, IA 52804-1203 USA

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Procurement Manager

Principle Duties and Responsibilities:

- Visits vendors to investigate capacity and ability to meet quality requirements, specifications and delivery date.
- Works with strategic buyers to approve sources of raw materials and supplies. Receives quotations and secures bids.
- Supervises the negotiation of or negotiates purchase contracts, follow-up, scheduling and expediting of deliveries.
- Supervises controls on receipt and acknowledgment of materials and supplies and the maintenance of purchasing records.
- Establishes best procurement standard practices in coordination with strategic buyers and Materials Manager.
- Cooperates with production, research, engineering and other departments in the development of equipment, product specifications, flow of materials and substitute materials.
- Keeps abreast of price trends, makes recommendations on the timing and quantity of purchases, and the establishment of most economical purchase quantities.
- Responsible for monitoring and working and optimum inventory levels within the value streams.
- Responsible for monitoring performance metrics of supplier on time delivery, supplier quality, cost preservation and overall tactical buyer performance within the value streams and driving overall improvements where needed.
- Reviews and processes claims against suppliers for unsatisfactory materials or equipment.
- Conducts performance evaluations and recommends merit increases, promotions, transfers and other personnel actions. Interviews and recommends candidates for employment.
- Performs other related duties as assigned by management.

Qualifications (Educational/Experience):

- Bachelor's degree in any of the following fields: accounting, business finance, law, contracts, purchasing, industrial management, quantitative methods, or organization and management.
- Three years of professional procurement/purchasing experience in a mid-sized organization.
- Prior management or supervisory experience is preferred.
- Must also possess working knowledge of MS Office Word, Excel, Knowledge of Oracle is a plus.

Compensation/Benefits:

- Health, dental, vision, and life insurance
- 401K
- Education assistance
- Flex hours
- 15 paid holidays
- Fitness Center
- Business casual dress, and more.

To Apply: Send a cover letter and resume by e-mail to: CMS.DAVapplicant@cobham.com

Or you may mail or fax to: Employment Office
 Cobham Mission Systems Division
 2734 Hickory Grove Road
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T: +1 (563) 383 6384
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