



CAREER OPPORTUNITY: PROCUREMENT SPECIALIST San Diego

Echo is a fast-growing startup dedicated to improving microscopy. We love working with brilliant people to create, build, and promote the best products in our industry.

We're looking for a multi-tasking candidate with drive and initiative for our Procurement Specialist position. Top candidates will be able to drive results in a role that blends purchasing and planning activities with logistics and shipping activities. The Procurement Specialist is a newly created position and reports to the Manufacturing Development Manager.

THE JOB:

- Responsible for purchase order administration and submission
- Ensure required materials are available for production
- Troubleshoot supply chain issues
- Assist in managing inventory levels
- Build effective relationships with distributors and key customers
- Manage non-conformances, excess, and obsolete inventory
- Coordinate local & international shipments with freight and small package companies
- Manage shipping documentation and records
- Resolve issues with damaged goods, short shipments, backorders, and more
- Collaborate and support Engineering, Sales, and Marketing departments

WHO YOU ARE:

- Detail-oriented
- Exceptional at delivering results on target
- Ability to cultivate strong supplier relationships.
- Firm understanding of purchasing for a manufacturing environment
- Have the vision to foresee problems and proactively address them beforehand

BONUS POINTS:

- Skillful in negotiating strategies and tactics
- Relevant supply chain certifications (CPSM, CPIM, SPSM, CSCP)
- Ability to learn quickly, listen excellently, and produce results
- Advanced experience with international shipping duties, including a mastery of the harmonized code

WHAT WE OFFER:

- The opportunity to join a fun and incredible team of driven professionals
- Medical, Dental, and Vision Insurance

Send your resume to: jobs@discover-echo.com