



## Gilmore - Job Description

<b>Position:</b>	<b>Buyer / Sr. Supply Chain Specialist</b>
<b>Reporting Line:</b>	<b>Operations Manager</b>
<b>Department:</b>	<b>Supply Chain</b>
<b>Facility:</b>	<b>Valves</b>
<b>Location:</b>	<b>Houston, TX</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Work Status:</b>	<input checked="" type="checkbox"/> <b>Direct</b> <input type="checkbox"/> <b>Indirect</b>

### Company Overview

Gilmore is an independently operating business wholly owned by Proserv which specializes in the delivery of severe service flow control solutions across the Energy market. Gilmore's manufacturing and headquarters are located in Houston, Texas USA and has a network of distribution partners which span the globe supporting global regional markets.

Our people are fundamental to the success of our organization and remain at the heart of our achievements. At Gilmore, we aim to develop our business around a valued and motivated workforce that encourages personal development and allows our people to flourish and realize their fullest potential.

### Role Synopsis

Primarily will be responsible for the planning and execution of manufacturing and assembly production plans, schedules and provide additional support related to inventory functions. Also, works directly with other managers to obtain corporate goals while enforcing continual process improvements. Be able to comprehend, predict, and react to a variety of issues and opportunities within the production process. Familiar with a variety of the field's concepts, practices, and procedures, relies on experience and judgment to plan and accomplish goals and also to perform a variety of complicated tasks.

### Essential Duties & responsibilities (includes, but not limited to the following)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed herein are representative of the knowledge, skill, and/or ability required. Reasonable accommodation(s) may be made to enable individuals with disabilities to perform the essential functions.

- Responsible to action demand for purchased goods and services as required.
- Performs sourcing activities related to active demand for all products, obtaining at least 3 bids for every purchased item unless there is a contract with a price list in place
- Coordinates delivery schedules and other supply chain activities against need date / supplier contract dates.



- Responsible to leverage all open demand to create scale and obtain best price for Gilmore.
- Responsible to manage all open orders through to goods receipt and invoice payment – full responsibility for all supplier on time delivery performance.
- Conducting Supply Chain Management activities relative to pre-production meetings and if necessary, First Article Processes per Gilmore processes and procedures to ensure a good outcome for Gilmore.
- Conduct supplier contract negotiations as/when required, using approved forms of contracts in accordance with established SCM policies and procedures.
- Responsible to understand cost vs. price and obtain transparent cost breakdowns on supplied products and services. Understanding of total landed cost – or total cost of ownership is essential.
- Identification of potential suppliers and building relationship with existing suppliers.
- May be asked to support sourcing events that lead to contracts with price lists on assigned products as directed by the Supply Chain Manager.
- Reports to Supply Chain Manager.

### **Compliance Requirements**

Gilmore has a Business Ethics Policy (the “Policy”) which provides guidance to employees in day-to-day roles, as well as helping the employee and the business comply with the law at all times. The incumbent must read, understand and comply with, at all times, the Policy along with all other corresponding policies, procedures and directives.

### **QHSE Responsibilities**

- Demonstrate a personal commitment to Quality, Health, Safety and the Environment
- Apply Proserv, and where appropriate Client Company’s, Quality, Health, Safety & Environment Policies and Safety Management Systems
- Promote a culture of continuous improvement, and lead by example to ensure company goals are achieved and exceeded

### **Qualifications/Work Experience**

#### **Education**

##### Essential

- Bachelor’s degree in related field (or additional years of Supply Chain experience).

##### Preferred

- APICS / ISM certification



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## **Experience/ Skills**

### **Essential**

- Five to seven years of Supply Chain experience.
- Three to five years of experience reviewing and negotiating supplier subcontracts.
- Strong mathematical, analytical, and problem-solving abilities.
- Good verbal and written communication skills.
- Ability to work well with others and independently.
- Experience with Microsoft Office Suite and ERP systems.
- Familiarity with material requirement planning, just-in-time, and lean manufacturing concepts
- Ability to spend hours at a time in an office environment.
- Strong quantitative and analytical skills; familiar with logistics and production planning concepts (e.g., just-in-time, materials requirement planning).
- Broad range of computer skills—database, spread sheet, statistics applications, and logistics software packages.
- Understand contracts and tariffs.
- Self-directed; ability to communicate findings, make recommendations, and facilitate change
- Excellent customer service skills

### **Physical Requirements**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation(s) may be made to enable individuals with disabilities to perform the essential functions.

- Capable of traveling to various facilities around the regions, as well as international locations for meetings or training as necessary and directed.
- Ability to lift and carry files, packages, boxes weighing up to fifty (50) pounds.
- Natural or corrected vision to read printed materials and computer screen.
- Natural or corrected hearing and speech to communicate in person and over the telephone.
- Capable of properly using standard office equipment, including telephone, and a computer with keyboard.
- Ability to wear required Personal Protective Equipment (PPE). Includes hard hat, steel toed shoes, safety glasses, etc.

### **Work Environment**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation(s) may be made to enable individuals with disabilities to perform the essential functions.

- Work will mostly be performed indoors in a controlled environment.
- Some exposure to the manufacturing and shop areas, which are open, and not air conditioned.