



Founded in 1969 as SEG in Krefeld, Germany - grown under Woodward for more than 10 years - ConverterTec is a global specialist in electric power conversion. Since 1995, first variable-speed Concycle® generators and power conversion technology is being used in marine applications, Uninterruptible Power Supply as well as in upcoming wind and solar/PV applications.

As of today, we are looking to a legacy of more than 23,000 converter systems in on- and offshore applications, shipped to 47 different countries worldwide, which correspond to more than 45GW.

Our R&D centers in Kempen, Krakow and Sofia as well as our global service hubs support our global customer base on all continents.

In Brzegi we are looking for a Supply Chain Coordinator

POSITION PURPOSE:

The Supply Chain Coordinator position is responsible to support and execute the tactical purchasing requirements of Product Life Cycle project sourcing strategies and/or Global Supply Chain strategies. The position's functions may vary slightly based on the assigned Global Supply Chain.

Duties:

- Independently plans and executes Purchase Orders (PO's) in support of all customer requirements and in compliance with internal and external requirements, including government regulations when applicable. This includes engagement with supply base, reporting status, tracking purchased items to stock and payment,
- Engages with suppliers as required to expedite critical issues involving the procurement of services, materials, supplies, or products,
- Understand and facilitates Production Part Approval Process (PPAP) from order placement through approval. Includes engagement with suppliers, Operations and Engineering for corrections, missing elements, engineering changes or other gaps preventing process completion, as required,
- Facilitates and may drive resolution on open issues, mitigates issues and risks when possible or escalates for support as appropriate,
- In PLC Sourcing: Proactively facilitates any changes impacting cost and delivery, inventory, and project Sourcing Strategy,
- Identifies and communicates cost changes and cost drivers that impact ability to achieve cost targets with both supplier and project team. Escalates concerns and will facilitate cross team discussion to resolve or understand cost issues,
- Responsible for the coordination and administration of one or more strategic programs, including communication and training of members with some oversight,
- Initiates and tracks all requests for quotes (RFQ's) for purchased materials required for projects. Ensures RFQ's are in alignment to Design to Cost (DTC) volume requirements as well as prototype needs. Understands and escalates concerns where there are gaps to Sourcing Strategy and project milestones. Will propose solutions and where appropriate independently manages customer expectations,
- Enters and maintains quote detail in appropriate business system,
- Contributes to PLC projects as a Global Sourcing representative to ensure continuous communication and collaboration with the PLC Sourcing Project Manager and project teams to successfully manage changing project needs and support implementation and execution of a project Sourcing Strategy and ultimate transition to production,
- Drives the parts Transition to Production process. Monitor progress and timing to ensure deliverables are met at PLC gateways.

Job Qualifications / Requirements:

- Bachelor's degree, preferably in commodities, economy, or engineering,
- 2 years of experience in Supply Chain or Purchasing in a manufacturing environment,
- Knowledge of purchasing procedures, applications, and practices, basic understanding of global commodity sourcing strategies, Ability to work with a high level of independence. Works with minimum supervision. Self-motivated and maintains a sense of urgency to support challenges deliverables,
- Ability to track and manage priorities based upon daily business needs,
- Ability to use and knowledge of Software: MS Office (Outlook, Excel, Word), local Business system, MRP/ERP-based programs,
- Strong and effective written and verbal communication,
- Good organizational skills as related to large and complex data sets,
- Strong and effective interpersonal skills within a team setting,
- Very good written and verbal English language level.

Convertertec offers competitive pay, a total rewards package, opportunity for advancement, training and development. For more information, please contact us.

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