



PROCUREMENT COORDINATOR

ABOUT THE COMPANY

Insight Inc.'s ultimate deliverable is transformative change for our partners. Our Lean Automation business unit provides expertise of custom automation, robotics, and controls platforms. Our Brand Activation business unit provides sales lift, differentiation, and targeted communication at point of sale. The two share a foundation of engineering and a unique strategic approach to solving our partner's challenges. For more information, visit www.insight-inc.com.

JOB DESCRIPTION

Insight Inc. is seeking skilled candidates for a Procurement Coordinator based in Bartlett, IL. The Procurement Coordinator will co-develop and monitor procurement policies for the Operations Delivery department. They will also oversee and manage the day-to-day procurement responsibilities for the department.

Duties and Responsibilities Include:

- Develop, revise and execute new and improved procurement strategies across all channels of purchasing.
- Manage spending within prescribed budget and notify the management team of any possible obstacles and variances.
- Identify profitable suppliers and initiate business partnerships.
- Negotiate with external vendors to secure advantageous agreements.
- Responsible for the ordering of necessary goods and services.
- Track and report key functional metrics to reduce expenses and improve effectiveness.
- Finalize purchase details of orders and deliveries with timely order follow up.
- Control spend and help build a culture of long-term savings on procurement costs.
- Work with international vendors.
- Performs other related duties as assigned.

REQUIRED SKILLS & EXPERIENCES

- Bachelor's degree in Accounting or Business, or the equivalent in related experience.
- 3+ years of experience in procurement or purchasing.
- Demonstrated experience in negotiating and networking.
- Knowledge of supplier management software.
- Adept at working in a fast-paced environment and multi-tasking.
- Be proactive in identifying issues and recommending solutions.
- Analytical
- Communication—Listening, speaking and writing
- Planning and Organizing



PHYSICAL REQUIREMENTS

This job operates in a professional office environment or at a client's manufacturing plant. The role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets. It also requires the ability to operate equipment and specialty robotics. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Bending, lifting, and carrying up to 50 pounds
- Ability to work in a manufacturing environment
- While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand, walk, use hands to finger/handle/feel, and reach with hands and arms.

INSIGHT OFFERS A REWARDING WORKING ENVIRONMENT WITH COMPENSATION AND BENEFITS THAT INCLUDE:

- Competitive compensation package commensurate with your work experience, including incentive compensation
- Healthcare benefits – medical, dental, and vision
- Short-term and long-term disability insurance
- Company 401K, Pension, and Profit Sharing programs
- Paid vacation and company holidays