**About Us:**

Premier Magnetics is recognized leader in the design and manufacture of electromagnetic components. We are family owned, based in Lake Forest, and are growing steadily. We are currently looking for a Materials Procurement Coordinator to join our Team.

**Position Overview:**

The Materials Procurement Coordinator reports to the Operations Manager and oversees the organization's material management function. The position is full time with a starting annual salary range of between $60,000 and $80,000 depending on previous work experience.

**Responsibilities:**

* **Sourcing and Purchasing:** Daily purchasing of all raw materials, finished goods, equipment, and service requirements
* **Negotiation and Cost Optimization:** Negotiating fair market costs for all company purchases and long term contracts while working to reduce costs
* **Supplier Relationship Management:** Building and maintaining strong relationships with

strategic manufacturing partners and raw materials suppliers

* **Monitor, Track, and Update Costs:** Keeps detailed records of raw materials, finished parts, and services costs
* **Reporting:** Provides regular and timely reports to the President on the supply chain and annual spend info for manufacturing partners

**Preferred Skills and Qualifications:**

* **Strong computer skills**: With a strong understanding of the Microsoft suite of products; Outlook, Teams, Excel, Word, and PowerPoint
* **Excellent Communication Skills:**  Ability to communicate effectively with suppliers and internal stakeholders in verbal and written communications
* **Strong Negotiation Skills:**  Ability to negotiate favorable terms with suppliers
* **Knowledge of Procurement Processes:**  Familiarity with procurement policies, procedures, and best practices, including logistics
* **Experience with MRP Systems:**  Experience using Materials Requirements Planning (MRP) systems for procurement and inventory management
* **Industry-Specific Knowledge:**  Electronics industry experience preferred and including knowledge of specific materials, products, and services

**Industry Type:**

Design and Manufacture of Electronic Components

**Employment Type:**

Full-time and In-person

Annual Salary Range of $60K to $80K (Depending on Experience Level)

**Application Information:**

Interested and qualified candidates should review our website and send their resume to us at [aldrian\_f@premiermag.com](mailto:aldrian_f@premiermag.com) and or [careers@premiermag.com](mailto:careers@premiermag.com)

**Benefits of Employment:**

* Opportunity for career advancement via multi-level promotion opportunities in this role (entry level, mid-level, and senior level)
* Annual Performance Reviews allowing for regular wage increases
* 100% company funded retirement plan
* Medical, Dental, and Vision Insurance
* Paid personal time off and paid sick leave
* Mid-Year and annual end-of-year bonuses
* Opportunity for continued education and training