

Senior Planning/Purchasing Specialist

Location: Stafford, Texas

Job ID: SPPSSTX

Wireless Seismic, Inc. is introducing a revolutionary new seismic exploration recording system to the energy industry. This exciting new product combines technologies from the seismic, wireless, and mesh network industries, with the initial version of the system successfully field-tested. We consider our employees as our most important resource, and to share in our success, we look for energetic individuals, with an entrepreneurial spirit, and an appetite to be on the cutting edge with a leader in seismograph technology.

As a **Senior Planning/Purchasing Specialist** you will be responsible for managing the materials planning function and assist in developing a process for establishing a build plan model that drives materials requirements for our product. You will be the materials organization's primary interface to the engineering change process and manage the communication of those changes to our electronic contract manufacturers (CMs).

Essential Duties & Responsibilities:

- Assist with the development of the company's build plan model, which drives material planning and purchasing decisions.
- Review and maintain product cost models and perform cost analysis as a basis for price negotiations with suppliers.
- Assist the Supply Chain Director with the negotiation of terms and conditions with suppliers for the procurement and delivery of production-level equipment, materials, and services.
- Process production orders in support of the approved build plan and pre-approved, non-production purchase requisitions, as required.
- In collaboration with HQ, facilitate pre-approved, budgeted requisitions, and the purchase of non-production materials, e.g.: IT computing and peripheral devices, corporate software and/or applications, etc.
- Coordinate with requestors to plan sourcing of production and non-production purchases ahead of critical delivery date requirements.
- Track and periodically report the dollar value and location of Wireless Seismic's materials inventory.
- Oversee and manage the materials organization's responsibilities associated with the engineering change order process and keep our CMs informed of those changes.
- Assist CMs in navigating through internal business processes and with other product-related materials issues.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly with constituents to provide quality seamless customer service.
- Track, monitor and report on supplier performance delivery, quality, and costs.

continued on page 2

Senior Planning/Purchasing Specialist

Location: Stafford, Texas

Job ID: SPPSSTX

continued

Competencies, Experience & Educational Requirements:

- Bachelor degree in business, supply chain, or logistics and materials management, or equivalent work experience in supply chain, or logistics and materials management required.
- 10+ plus years of experience working with, and managing, MRP software and database management systems.
- Minimum five (5) years experience working with, and supporting, logistics issues with electronic contract manufacturers.
- Minimum two (2) years experience in a procurement role, with a broad understanding of procurement principals, policies and procedures.
- Demonstrated knowledge, and experience with, large channel count seismic data acquisition systems preferred.
- There is a reasonable amount of autonomy in determining how to plan and structure working time so the role holder needs to be disciplined and self-managing. It is necessary to be self-reliant, and self-driven, with the ability to multi-task and balance priorities.
- Possesses a realistic grasp of the financial aspects of the position; is able to draw meaningful implications from financial data.
- Possesses excellent interpersonal skills. Builds and maintains positive, productive relationships with peers, colleagues and suppliers.
- Ability to balance multiple competing projects and to communicate project status, issues and requirements efficiently.
- High-level proficiency with MS[®] Office suite, particularly Excel, Access, and PowerPoint.
- Familiarity with PDXpert[®] PLM software, or other similar engineering database applications.
- Adept in listening, written and oral communication skills.
- Seismic, wireless, or mesh industry experienced a plus.

Wireless Seismic, Inc., is an Equal Employment Opportunity Employer. We recruit, train, compensate and promote without regard to race, color, national origin, gender, age, sexual orientation, veteran's status or disability.

If you are interested in this position, please email your resume and salary requirements to: careers@wirelesseismic.com, and reference the position in the subject line.