

Terma North America (TNA), the US subsidiary of Denmark based Terma A/S, is searching for a highly qualified **Supply Chain Administrator** to join our team of exceptionally dedicated professionals in an exciting and rewarding fast paced highly successful company. Leveraging the outstanding Terma reputation and our strong relationship with the US DoD, Homeland Security and large Prime Contractors for more than three decades, Terma has developed a significant presence in the U.S. as provider of mission critical solutions for aerospace, defense and security sectors. We are known as an independent, agile, and fast responding partner for mission customized solutions. For further information, please visit www.terma.com.

Location: Atlanta or Warner Robins, Georgia

The Challenge:

The Supply Chain Administrator will support the development and production facilities of Terma located in the US and Denmark. The tasks will include purchase order placement and subcontract management in support of the Terma US and Denmark based procurement teams. The Supply Chain Administrator will be responsible for the scheduled performance to PO need dates of US based suppliers: from PO placement - to point of delivery - to a facility in Terma US or Terma Denmark. This will involve troubleshooting and the ability to avoid potential delivery issues.

Your success is based on your ability to operate and further develop the category through competitive and performance-based suppliers in combination with a balanced risk management throughout the entire sourcing process.

Job Requirements:

- Cost/price analysis, negotiations, purchasing documentation, purchase order maintenance, and follow up.
- Interface with functional organizations and supplier performance and management.
- Support or lead the development of subcontract specifications, work statements, and terms and conditions for the procurement of specialized materials, custom engineered parts, equipment, and services.
- Prepare bid packages, analyze and evaluate proposals, negotiate subcontract terms, price and schedule.
- Reduce lead-times and establish frame order agreements, route awards, and administer resulting subcontracts.
- Negotiate and coordinate additions, deletions, or modifications to subcontracts and participates with contracts administration and purchasing to develop subcontract policies and procedures.
- Frequent travel to meet with suppliers both domestic and international
- Develop and implement category management strategy together with your colleagues globally across the company
- KPI follow up, and make sure that GSCM is on target
- Prepare RFIs and RFQs based on customer flow down requirements
- Negotiate and implement Procurement Agreements to support our supplier relation management and cost-out programs
- Establish and execute cost saving pipeline within the category team in terms of cost out, make / buy or design for x activities
- Build up spend and data analysis to support the sourcing activities across the value chain
- Supplier contract development, as well as ensuring contractual requirements, is flow down securely to subcontractors
- Establishment of a constant follow up routine on current projects and deliverables
- Perform ongoing risk mitigation activities throughout the entire sourcing process (end-to-end)

**Qualifications:****Minimum Education and Experience:**

- Bachelor's degree in supply chain management, Finance, Business or related field plus a minimum of 7 years' experience in subcontract management

Required Skills and Experience:

- Experience issuing requests for proposal (RFP), analyzing bids, contract negotiation, supplier performance management and measurement including corrective action implementation, risk management
- Program or Project Management experience
- Systems, Applications and Processes ERP experience
- Ability to collaborate cross-functionally, build consensus, shape/influence opinion and articulate the future state.
- General production knowledge
- Knowledge and execution experience of Production principals including subcontract management: Cost Analysis experience, supply systems experience, contracting experience, cost contracting knowledge, knowledgeable of government policies, procedures and regulations, strong negotiation skills, knowledge of truth in negotiations act (TINA)/ Federal Acquisition Regulations (FAR) type fact-finding and analysis
- Proficient with Microsoft Office Suite
- Ability to prioritize assignments and multi-task under pressure of deadlines
- Ability to work in a multi-disciplinary team environment
- Strong oral and written communication skills
- Ability to operate with complex solutions involving several internal and external partners
- Demonstrated mentoring skills and training experience
- Ability to identify and deal with issues proactively and persistently
- Must hold or be able to acquire/maintain a US clearance

Preferred Skills and Experience:

- Experience with IFS
- Experience working in the US Aerospace, Government Contracting or Defense industry

To Apply: Send resume to Terma North America, Inc. – employment@termana.com

Terma North America, Inc. is an Equal Opportunity/ Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment. Executive Order 11246, as amended, protects applicants and employees from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of applicants or employees.