

**Position:**

As the Sourcing Specialist, you will be responsible for primarily bringing new products to market. You will work with existing factory relationships and identify new factory partnerships. You will study the various industries to identify potential new products to present to the CEO and President of the company. You will collaborate and work closely with our purchasing and marketing department.

**Key Responsibilities:**

- Establishing and managing relationships with overseas/domestic vendors
- Initiating and managing the RFI, RFQ and RFP process
- Negotiating best cost, product warranties and performance guarantees. Purchasing department will ultimately negotiate final cost
- Manages and measures supplier performance
- Identify new potential packaging products and gather/review samples
- Research to ensure products are within compliance requirements and no trademarks or pending patents

**What you'll have:**

- Strong working knowledge of procurement processes
- Five to seven years of professional purchasing experience
- Excellent communication skills (Written and Verbal) Bi-Lingual Mandarin preferred
- Strong Organizational Skills
- Strong Negotiation Skills
- Able to lead multiple priorities in a dynamic environment
- Ambitious, able to perform under minimal supervision, taking ownership and demonstrate a sense of ownership
- Ability to work in a team environment to consistently achieve results
- Bachelor's degree preferred
- Bilingual Preferred: English & Mandarin

**What we'll provide:**

- Competitive compensation package
- Healthcare coverage including medical, dental and vision. Company covers a percentage of costs
- 401k Matching
- Paid Holidays and paid time off
- Open and collaborative work environment

Job Type: Full-time

Pay: \$65,000.00 - \$75,000.00 per year

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**COVID-19 precautions**

- Remote interview process
- Personal protective equipment provided or required
- Temperature screenings
- Social distancing guidelines in place
- Virtual meetings