

<i>Saris Cycling Group</i> Position Description			
Job Title	Sourcing Manager		
Position Summary	Manages strategic components and materials sourcing for all products. Highly involved in product development, performs vendor selection, ensures vendors adhere to quality and process standards, and manages other sourcing staff.		
Reports To	EVP, Operations	Date Prepared	April, 2010
Others Served		Exempt Status	Exempt
Physical Demands			
<ul style="list-style-type: none"> ➤ Must be able to type, answer the phone and sit for extended periods of time. 			
Duties and Responsibilities			
<ul style="list-style-type: none"> ➤ Ensures proper sourcing representation on product teams to obtain information on materials and components necessary for new products. ➤ Sources materials and components, identifying potential vendors and evaluating quality of products and services offered. Negotiates pricing and establishes terms of purchasing. ➤ Analyzes products for cost reduction possibilities (design, manufacture, etc.) ➤ Designs and administers system to monitor vendor performance. ➤ Maintains relationships with suppliers. ➤ Works closely with purchasing staff on any quality or order issues that arise. Provides necessary information to purchasing to ensure efficiency. ➤ Manages sourcing staff. Conducts performance reviews and provides training & development opportunities. ➤ Contributes to the success of the company by performing other duties when required or requested. 			
Essential Qualifications			
<ul style="list-style-type: none"> ➤ Bachelor's degree in Operations or related field. ➤ 3-5 years sourcing management level experience in a manufacturing environment. ➤ Understanding of the new product development process. ➤ Strong computer skills – including MS Office, Access, MS Project ➤ Experience working with an ERP/MRP system. ➤ Strong analytical & problem solving skills. ➤ Must be highly organized and detail oriented. ➤ Must be able to work well within a fast paced environment. ➤ Must be able to exhibit a commitment to excellence. 			
Beneficial Qualifications			
<ul style="list-style-type: none"> ➤ Knowledge of and experience working with Quick Response Manufacturing, Lean Manufacturing and related efforts is helpful. ➤ Electronics sourcing experience strongly preferred. ➤ Cycling industry experience. ➤ Experience working with overseas vendors. 			

I have received a copy of this job description and understand the duties and responsibilities of this position.

Employee Signature

Date