



Job Description

Supply Chain Specialist

HindlePower is seeking a Supply Chain Specialist with experience in a manufacturing environment. The position is responsible for developing the supplier bases consistent with quality, pricing, and on-time delivery.

What we do...

HindlePower has been designing and manufacturing industrial (non-commercial) battery chargers and dc power systems for the utility industry for over 35 years. Our staff and products serve the power generation and distribution market, switchgear OEMs, power substations, the oil & gas industry, and various transportation maintenance facilities.

We are the leaders in our industry and have customers in all 50 states plus additional countries worldwide.

A few things about us...

Our commitment to quality is evident in our highly skilled colleagues and our exceptional approach to customer service that sets us apart. We believe in rewarding hard work and offering competitive compensation, comprehensive health, vision, and dental benefits, along with a 401k plan that includes employer matching and a gain-sharing program.

At our core, we are driven by integrity and quality, constantly seeking innovative solutions and improvements. Our unique culture thrives on accountability and self-initiative, empowering every employee to make impactful contributions. In our organizational structure, your voice is heard, and your efforts are recognized. We celebrate our achievements together, whether it's over a complimentary lunch in our cafeteria or through our various team-building activities. We are a three-time Top Workplace in the Lehigh Valley. An accomplishment we are proud of and are continually striving to do better.

Most importantly, our purpose is to enhance the lives of those who work with us. We don't just provide jobs; we create meaningful careers and lifelong learning opportunities. This is more than a workplace; it's a place where you grow, contribute, and be a part of something truly special.

We value our employees and trust they hold these key characteristics:

- **Initiative...** we see it, we do it
- **Ownership...** I've got it, you don't need to think about it
- **Integrity...** decisions are based on looking at the whole picture
- **Attitude...** anything can be done
- **Virtue...** honesty, good deeds, kindness, and appreciation
- **Teamwork...** we before I

Position Responsibilities:

- Procure direct and indirect materials with respect to the highest quality, service, and lowest cost.
- Obtain quotes by contacting existing and potential suppliers.
- Proactively communicate with internal customers regarding material status, changes, and delivery dates.
- Manage multiple supplier relationships and contribute to our excellent on-time delivery record.
- Set optimal inventory levels using Made to Manage ERP System.
- Assist in cycle counting and inventory control to ensure inventory accuracy.
- Schedule, order, and coordinate the delivery of materials, parts, and equipment used in the manufacturing process.
- Review purchase orders and delivery dates to ensure timely delivery of materials to meet production demands.

Desired Requirement/Experience:

- Bachelor's Degree in related field (is required); equivalent experience considered.
- 7+ years' experience purchasing components used to manufacture electronic products.
- Strong communication, administrative and organizational skills. Ability to coordinate multiple projects.
- Ability to work closely within a team environment and proceed independently when required with minimal supervision.
- Personal integrity, strong character, and a desire to grow with us.
- Experience working with ERP and inventory management systems. Experience in the power electronic supply chain.

HindlePower is an Equal Opportunity Employer (U.S.) All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, citizenship, gender, marital status, pregnancy, sexual orientation, gender identity and expression, disability, or veteran status.

To apply - Please send your resume to employment@hindlepowerinc.com