



Ace Computers

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Des Plaines, IL 60018

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Purchasing Analyst

Location: Des Plaines
Employment: Full-time

Summary: Ace Computers, a leading provider of information technology solutions and one of the top 100 Custom System Builders in the US, is seeking to add a member to our team. This role will report to the Director of Quality.

Job Description:

The right candidate will evaluate and optimize Ace Computers' procurement processes. They'll analyze market trends, supplier performance, and purchasing data to identify cost-saving opportunities and improve supply chain efficiency. Key duties include negotiating contracts with suppliers, managing vendor relationships, and ensuring the timely delivery of quality materials. Strong analytical skills, attention to detail, and proficiency in procurement software are essential for success in this role.

Duties & Responsibilities:

Product Sourcing

- Maintain vendor management program, evaluating potential vendors to ensure high-quality and cost-effective procurement.
- Conduct regular vendor reviews to ensure compliance with company requirements and contractual agreements.
- Collaborate with relevant stakeholders to align procurement strategies with market dynamics.

Price Negotiation

- Negotiate pricing, terms, and contracts with suppliers to achieve the best value for the company.
- Ensure cost-effectiveness without compromising quality in procurement processes.

Supply Chain / Inventory Management

- Monitor stock levels and collaborate with teams to optimize inventory management.
- Oversee the end-to-end supply chain process from sourcing to delivery.

Vendor Relationships

- Develop and maintain strong relationships with vendors, fostering collaboration and effective communication.
- Work closely with vendors to resolve issues, improve lead times, and enhance overall performance.
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Requirements Sourcing

- Collaborate with engineering teams to understand project requirements and source the necessary materials.
- Ensure timely and accurate fulfillment of requisitions to support project timelines.
- Collaborates with other departments and leadership to identify and develop needs and requirements for equipment, materials, products, and acceptable substitutions.

Data Management

- Utilize MS Office tools, especially Excel, for data analysis, reporting, and tracking procurement metrics.
- Maintain accurate records of purchases, negotiations, and vendor performance.
- Collect, analyze, and interpret data related to procurement activities.

Requirements:

- Bachelor's Degree
- Effective time management
- Working knowledge of Microsoft Office
- Technical experience with regards to computer components & design
- Resourceful in your ability to find and obtain information.
- Comfortable with technical writing, including procedures, processes, statements, etc.
- Must be detail-oriented.
- Must be a self-starter.
- Must be organized.
- Must be a team player and easily work with others to complete projects/tasks.

Benefits:

- 401(k) and 401(k) matching.
- Dental Insurance
- Vision Insurance
- Disability Insurance
- Health Insurance
- Life Insurance
- Employee Discount
- Flexible scheduled
- Paid time off.

Send applications to careers@acecomputers.com