

AMB Consulting Group ~ Wetumpka, Alabama

AMB Consulting Group, LLC is a leading international consultancy group providing a comprehensive portfolio of business and industrial consulting services as well as workforce and outsourcing solutions.

Prototype Management Specialist:

seeks a Prototype/NPM Purchasing & Component Management Specialist to perform various financial and accounting transactions, analyses, and reporting. Manage the overall prototype part purchasing process while interfacing between company, internal business partners and external US suppliers. Provide financial support for departments and functions to achieve company financial and operational targets. Support the CFO in the control and execution of revenue and cost. Support proper documentation of annual line-item planning. Executive documents and processes in cbFC (SAP). Track continuous improvement measures to support cost center management to reach financial targets. Prepare internal forms for approval (Project Agreements, Non-Disclosure Agreements, etc.). Coordinate/mediate with Legal, Internal Business Partners (IBPs) and Suppliers to finalize contractual documents. Manage purchasing requests IBPs, ensuring complete and accurate documentation. Execute compliance-compliant orders for prototype components, verifying data accuracy, pricing, and deadlines, and implementing changes promptly. Provide transparency on order and tracking status to projects, departments and suppliers. Coordinate with US suppliers on order confirmation, delivery dates, and timely receipt of goods. Lead supplier discussions for delivery deviations, implementing solutions and escalating to R&D or IBPs as needed. Serve as the primary interface between accounting, buyers, and IBPs for US non-production material (NPM) buys, ensuring timely and correct P2P process completion, making decisions with immediate impact. Manage and execute project plans, providing transparency and stakeholder communication. Support SLA and payment clarifications for international stakeholders. Validate contract completeness per Purchasing Policies, interfacing with Legal as needed, and issue purchase requisitions based on validated contracts, including data protection analysis. Manage contracts for international stakeholders and eaccept interface. Negotiate terms and conditions in accordance with legal standards. Train and advise IBPs and suppliers on US purchasing processes, including delivery options, legal requirements, import/export customs regulations. Serve as a subject matter expert for international entities and valued team members.

Requirements:

5 years professional experience in procurement or supply chain, including: the ability to comprehend and comply with division policies, procedures, and operations in conducting day-to-day responsibilities; ability to communicate with various levels of the organization to obtain and discuss business information relevant for the financial planning cycles; ability to coordinate project meetings and facilitate discussions, documentation and project management in general; high persuasiveness, communication, assertiveness and conflict management skills; SAP, logistics, VBA, Macros, and extended user knowledge of MS Office products.

Email resumes to chris.meyer@ambc-group.com.