

## **TT electronics integrated manufacturing services Ltd**

### **JOB DESCRIPTION**

**JOB TITLE:** **Supply Chain Bid Co-ordinator**

**Responsible to:** Supply Chain Bid Manager

**Job Purpose:** Working within the Bid Team, responsible for the sourcing, costing and compiling of costed Bills of Materials for new and existing customers.

#### **Main duties & responsibilities:**

- Processing customer's documentation into workable Bom's for quote purposes
- Loading of bills of materials on to Quote Win
- Send enquiries out to Supply Chain through Quote Win primarily
- Monitoring quote status through Quote Win
- Chasing supply chain for prompt and accurate quotes
- Produce costed bills of materials
- Cost driver analysis & negotiations
- Highlight any exclusions, assumptions, Tooling Costs
- Provide excess material lists
- Produce Obsolescence Management (PLM) reports at quote stage for new customers via IHS
- Provide detail and assistance for Valor Bom Scrubbing & Loading
- Cost maintenance of existing customers Bom's via AS400 into excel
- Comparing STD v Current costs on existing products
- Liaise with Purchasing to ensure a smooth transition from quote stage to procurement

This list of duties & responsibilities is not intended to be an exhaustive list of tasks performed. Other associated tasks are likely to be performed as directed by the relevant Manager.

#### **Personnel specification**

- Willingness to take ownership & initiative
- Experience of dealing with Bills of Materials
- Knowledge of Electronic Components & Mechanical Components is preferable
- Engineering qualification/background is preferable
- Good attention to detail
- Strong Customer Service ethic
- Good interpersonal skills
- Good IT skills especially Excel