



## **JOB DESCRIPTION**

**JOB TITLE:** Supply Chain Project & Sourcing Analyst

**REPORTS TO (TITLE):** Lead Strategic Sourcing Specialist

**DEPARTMENT:** Strategic Purchasing

**LOCATION:** Pyronix Limited – Factory 3

**AREA OF ACCOUNTABILITY:** Strategic Purchasing

### **THE JOB**

To support sourcing activities, BOM cost adherence and improvement analysis, supplier coordination, and NPI readiness, acting as the day-to-day contact for of key supplier accounts. The role supports vendor consolidation, material availability, and risk reduction across both ongoing supply chain initiatives and new product development.

### **KEY RESPONSIBILITIES**

#### **Project Sourcing & Supplier Coordination**

- Act as the day-to-day point of contact for key supplier accounts, managing routine communication and follow-ups.
- Coordinate supplier interactions for pricing, lead times, samples, and project requirements.
- Support consolidate suppliers through vendor management process.
- Support R&D and project managers during prototype, and trial build phases, coordinating closely with suppliers to ensure material readiness.
- Highlighting supplier-related risks and shortages early. Manage ordering of project-related, at-risk components.

#### **BOM Review & Costing**

- Review BOMs for accuracy and identify supply risks (EOL items, long lead-time parts, single-source components).
- Conduct BOM costing for new products ensuring targets costs are achieved or exceeded.
- Flag potential cost or supply risks early to project teams.

#### **Savings Implementation**



- Support implementation of approved initiatives across cross-functional teams.
- Track savings, timelines, and project deliverables.

### **Internal Supply Chain Projects & Cross-Functional Communication**

- Manage focused supply chain projects (e.g., last-time-buy, problematic part, supplier transitions, and design change implementation).
- Support communication flow between R&D, supply chain and key supply accounts
- Drive project meetings and prepare updates for stakeholders
- Escalate supplier issues appropriately to the Lead Strategic Sourcing Specialist

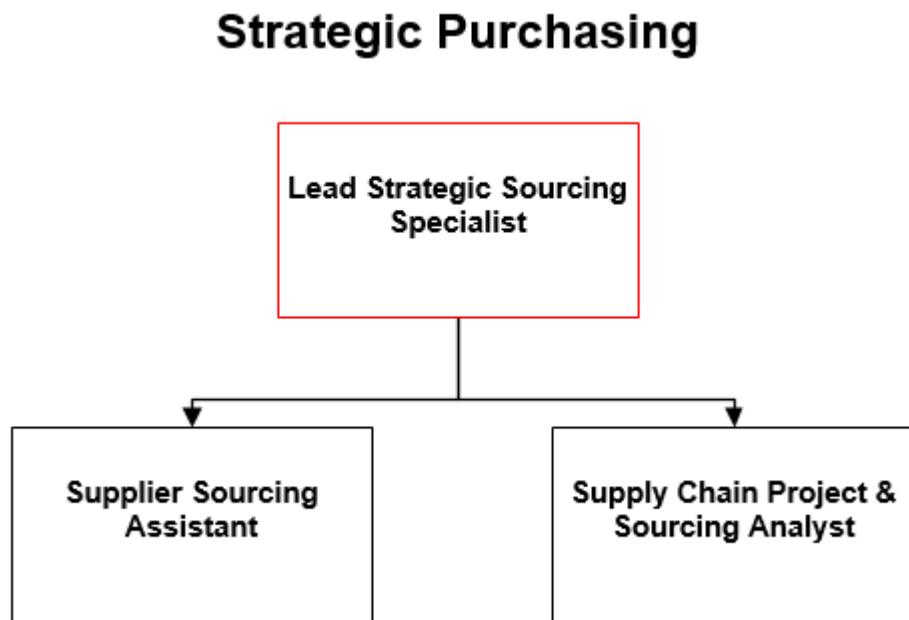
### **Process Improvement**

- Maintain organised sourcing documentation, supplier contact details, and communication records
- Identify opportunities to improve day-to-day supplier interaction, communication, and tracking
- Track cost-saving opportunities and realised savings resulting from process, sourcing, or supplier improvements, maintaining clear records and supporting reporting.

### **Inventory Liability**

- Monitor inventory liability for replaced or superseded Products
- Track and report excess inventory

## 1. ORGANISATION CHART



## 2. KNOWLEDGE/EXPERIENCE/SKILLS NEEDED

### Essential

- Strong understanding of BOM structures, cost analysis, and supplier engagement.
- Proficient in Excel/Sheets and comfortable using ERP/MRP systems.
- Excellent communication, organisation, and cross-functional coordination skills.
- Highly organized and detail-oriented.
- Analytical thinker with strong problem-solving skills.
- Comfortable managing multiple tasks independently.
- Strong follow-through and accountability.
- Process-driven with an eye for continuous improvement.
- Experience coordinating with suppliers and maintaining structured supplier communications

### Desirable

- Electronics Component experience
- Component lifecycle awareness (EOL, obsolescence, last-time-buy management).
- NPI and product lifecycle exposure



- Inventory liability and excess & obsolete (E&O) awareness
- Exposure to vendor consolidation or supplier reduction initiatives.
- Experience supporting supplier transitions or component changes.

### 3. WORKING RELATIONSHIPS

#### a) Internal within the Company

All employees, managers and senior leadership team within and across all teams.

#### b) External to the company

All third party agency, training providers and legal advisors.

### 4. PROBLEMS/KEY FEATURES

- Prioritising 'urgent' workload in line with HR people / business strategy

Job Description Approved by: \_\_\_\_\_ Yina Sang \_\_\_\_\_

Date Approved: \_\_\_\_\_ 09.02.2026 \_\_\_\_\_