

## **Company Overview:**

Four Nine Design is a leading innovator in the design and manufacturing of advanced cryogenic systems. With a commitment to pushing the boundaries of technology, we provide cutting-edge solutions that enable breakthroughs in scientific research, and industrial applications. Our state-of-the-art cryogenic equipment is engineered for maximum reliability, productivity, and precision, serving industries such as quantum computing, and superconducting technologies. We are dedicated to fostering a culture of excellence and collaboration, both within our organization and with our partners around the world. We are currently seeking a detail-oriented, well-rounded, and self-motivated Procurement Specialist to join our dynamic team.

**Position: Procurement Specialist**

**Position Type: Full-Time, On-site**

**Location: Billings, MT**

## **Role and Responsibilities:**

The Procurement Specialist will play an important role in supporting our team in planning, creating, and processing timely requisitions and purchase orders for raw material, sub-assemblies, and finished goods. This position is responsible for sourcing, monitoring progress, and conducting supplier evaluations for all products. The ideal candidate possesses a high level of technical expertise and an innate passion for high technology manufacturing. You will play a critical role in creating and refining processes to improve manufacturing throughput and overall capacity. The detailed roles and responsibilities for the position are provided below:

- Plan, create, and process timely requisitions and purchase orders for raw materials, sub-assemblies, and finished goods.
- Track orders and ensure on-time deliveries.
- Work with Quality Assurance for inspection upon delivery to ensure orders are filled correctly and that goods meet specifications.
- Assist with the planning and implementation of the overall supply chain strategy.
- Develop strong relationships with key suppliers and measure suppliers' performance based on cost, quality, delivery, and service level.
- Use a variety of software applications to track purchase requisitions, generate purchase orders, and assist with inventory management.
- Adhere to and refine essential supply chain Key Performance Indicators (KPIs).
- Identify process bottlenecks and implement solutions in a timely manner.

- Work with Finance, Sales, Engineering, and Production teams to determine preferred suppliers and manufacturers, in line with internal policies and procedures.
- Use purchasing software to prepare and issue purchase orders accurately with knowledge of correct pricing, specifications, and delivery requirements.
- Utilize Material Resource Planning (MRP) software and departmental purchase order requisitions to generate purchase orders to meet production schedules.
- Coordinate regularly with internal departments to establish purchasing priorities.
- Secure and evaluate quotes for materials and services and negotiate price, quality, terms, and delivery with existing and new manufacturers and suppliers.
- Track and report on vendor performance and quality metrics.
- Assist with the continued process improvement for Supply Chain and Procurement policies and procedures.

**Required Qualifications:** To succeed in this role, you should possess the following qualifications and skills:

- High School Diploma or equivalent.
- Minimum of 2 years of experience in supply chain, materials planning, schedule, production purchasing, sourcing, or procurement in a production environment.
- Excellent communication and critical thinking skills.
- Outstanding attention to detail and precision task execution.
- Strong organizational and time management skills with the ability to prioritize tasks effectively.
- Ability to manage and exceed at delivering on multiple high priority tasks.
- Experience with, and a desire to work within, a fast-paced, startup environment.
- Ability to work collaboratively within a team and independently when necessary.
- Proficient working knowledge of purchasing related software applications, Microsoft Word, Outlook, and Excel, including spreadsheet creation, manipulation, calculation and reporting.
- Ability to manage multiple priorities and demands (email, phone, walk-ins) in a professional and calm manner with demonstrated strong written and oral communication skills.

**Desired Qualifications include:**

- Bachelor's degree in business administration, supply chain management, or related discipline.
- 2+ years of experience in high technology manufacturing or engineering environment.



- Quality control experience in product manufacturing.
- Experience in using Enterprise Resource Planning (ERP), or Material Resource Planning (MRP) software systems.
- Thorough understanding of inventory control practices and concepts.
- Familiarity with engineering Bill of Materials (BOM) and sub-assemblies.
- Experience in establishing and maintaining project timelines with minimum direct supervision.
- Preferred experience purchasing in domestic and international markets.

### **Core Values:**

At Four Nine Design, we uphold the following core values:

1. **Humility:** Approach tasks with a humble and open mindset, ready to learn and grow.
2. **Integrity:** Demonstrate honesty and ethical behavior in all aspects of work.
3. **Hard Work & Focus:** Commit to a strong work ethic and maintain focus on tasks at hand.
4. **Innovation:** Embrace creativity and strive for continuous improvement in all processes.
5. **Highly Productive:** Deliver results efficiently and effectively, contributing to the overall success of the team.

### **Why Join Four Nine Design:**

- Opportunity to contribute to exciting and innovative design projects.
- Exposure to a dynamic and collaborative work environment.
- Gain valuable experience in cryogenic design.
- Work closely with experienced professionals and expand your skill set.
- Potential for further growth and development within the company.

### **Benefits:**

- Competitive compensation is based on experience and hours worked.
- Retirement plan.
- Opportunity to grow in your skillset and team role.
- Healthcare plan.

If you are a motivated individual with a passion for accuracy, excellent communication skills, and are eager to contribute to the success of our projects, we encourage you to apply for this Procurement Specialist position at Four Nine Design.



**How to Apply:** Please submit your resume and a cover letter outlining your relevant experience and qualifications to Ben Keeley at [ben@four9design.com](mailto:ben@four9design.com).

We appreciate your interest in joining Four Nine Design and look forward to reviewing your application!

Four Nine Design offers a fun and unique culture in addition to competitive compensation and benefits package, including: Medical, Dental & Vision Insurance, Paid Holidays & Paid Time Off. Four Nine Design is an Equal Opportunity Employer does not discriminate against job applicants or employees because of the person's race, color, religion, sex, national origin, age, disability or genetic information. All applicants must be authorized to work in the US.