

**Procurement Specialist**

**Irvine, California – with flexible hours/telecommuting possible**

**Permanent Position, Part-Time, Non-Exempt**

**Compensation: Based on Experience**

**About International Sanctuary:**

International Sanctuary exists to empower survivors of trafficking to embrace their true identity and worth. Since 2007, International Sanctuary has established a successful social enterprise empowering survivors of human trafficking. Through four core components: employment, education, healthcare and community, young women are empowered to rebuild their lives. Survivors work within the social enterprise, PURPOSE Jewelry, manufacturing handmade jewelry, managing inventory, and fulfilling orders.

**Position Description:** Reporting to the Supply Chain Supervisor, the Procurement Specialist secures cost effective and timely sourcing and facilitates procurement by sanctuaries in support of product design and production. The procurement specialist is responsible for ensuring that the company has the right materials and equipment so that quality product can be designed and produced on time. The Procurements Specialist serves as the day-to-day contact and advocate working with the Product Designer, Sanctuary procurement staff, vendors and buying agents with a focus on establishing global sourcing from China.

**Responsibilities:**

- Supports Product Designer in sourcing and procuring raw materials in support of the R&D process. The ideal raw materials are those that meet or exceed the specifications for function, appearance, and safety and can be procured in a timely and cost effective manner by the sanctuaries in support of their production plans.
- Communicates to sourcing agent minimal variances pertaining to colors, tones, size, shape per Designer's direction.
- Reviews/processes sourcing and procurement requisitions and negotiates favorable global pricing, shipping, and order fulfillment terms so that sanctuaries can directly procure goods and equipment without day-to-day assistance from the Procurement Specialist.
- Ensures that products are delivered in a timely manner, with best shipping rates and that the quality of the goods received is satisfactory. Evaluates the performance of vendors and

communicates and recommends changes to vendors and terms.

- Orders supplies in support of fulfillment and the facility on a continuing basis for the Sanctuary Support Center. Inventories items to determine and recommend purchases.
- Investigate, tracks, and approve invoices as required
- Maintains necessary computerized procurement records such as raw materials and equipment specifications, preferred suppliers and terms and conditions, cost history, quality, issues and supplier evaluation results
- Expedites, as necessary, the delivery of goods and services to meet the needs of the Product Designer and the Sanctuaries

#### Qualifications

- Strong negotiation, organizational, and time management skills
- Strong written and verbal communication skill
- Attention to detail and specifics
- Works with a sense of urgency
- Is capable of staying within a given budget and able to quickly able to calculate the cost of goods and services
- Ability to work cross culturally
- Able to partner with colleagues and vendors and forge win-win relationships and meet high-pressure timelines across multiple projects
- Passion to fight human trafficking
- High School Diploma, Bachelor's degree preferred
- 1 to 3 years of related experience
- Values aligned with International Sanctuary