



## X-Nav Technologies, LLC

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### **Purchasing Agent**

**X-Nav Technologies** is a growing, dynamic medical device company focused on delivering advanced treatment solutions to the dental market. We design, manufacture, market, and sell image-guided surgical navigation systems from our headquarters in Lansdale, PA. We were founded in 2012. Since then, our company has become a market leader with over 150,000 dental implants navigated with the X-Guide system. The X-Guide boasts regulatory clearance in more than 42 countries and is protected by over 20 patents.

As a *Purchasing Agent* you will become a part of the core Operations team. Your knowledge and expertise will have immediate impact in building products that improve patient care. You will interface directly with our suppliers and be supported by an all-star team in a dynamic start-up environment.

### **Responsibilities:**

- Develop profitable purchasing strategies
- Place purchase orders for raw materials or services required to manufacture X-Nav products
- Negotiate pricing, terms and conditions and tactical materials agreements for any materials or service contracts
- Manage the on-time delivery of materials per the supplier commitment date and established lead time
- Manage relationships with key suppliers to maintain quality of goods, timely delivery and compliance to terms of contracts
- Communicate production forecasts, engineering changes, and any product non-conformances to vendors in a timely manner
- Enforce and follow the requirements set forth by the X-Nav Quality Manual such that all purchasing processes are properly followed and complied with
- Minimize on-hand inventory by reducing delivery lead times, batch sizes and by holding vendors accountable to committed lead times and delivery dates
- Work with engineering to determine proper material dispositions when parts are changing revisions
- Work with quality/regulatory to communicate supplier corrective actions and other quality initiatives

### **Qualifications:**

- High School Diploma or equivalent; Bachelor Degree in Business Administration, Supply Chain Management, or relevant field is a plus
- 3-5 years of experience as a Purchasing Agent or similar role

- High energy, organized, self-starter with the initiative to solve difficult problems
- Proficiency in MS Office
- APICS certifications is a plus

**Desired Skills / Abilities:**

- Experience working within an ERP system (Oracle is preferred)
- Knowledge of market research, data analysis and purchasing best practices
- Exceptional attention to detail and ability to follow processes
- Strong written and verbal communication skills
- Experience in lean manufacturing environment specifically Kanban design & execution