

Procurement Manager (m/f/d)

HPS GmbH is a fast growing space company and a provider of key technology subsystems: highly accurate reflector antennas for telecom and science applications, large deployable reflector subsystems for Earth Observation, deployable drag-sail subsystems for de-orbiting, thermal control hardware for spacecraft and landers, as well as high-end components in the structural and thermal areas.

Headquartered in Munich, HPS has a subsidiary in Romania, where metal structures, thermal hardware components and MGSE are also developed. Integration halls provide space for assembly in a clean environment. HPS Group currently has a staff of 55 persons, 35 of which are in Munich at HPS GmbH, and the remaining 20 in Bucharest at HPS S.R.L. A new daughter company, named HPTex GmbH has been founded in Münchberg (DE) in April 2020. Our current staffing target is 100 by the end of 2021.

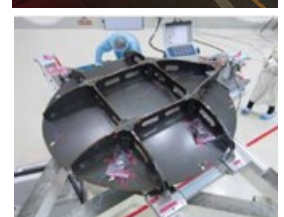
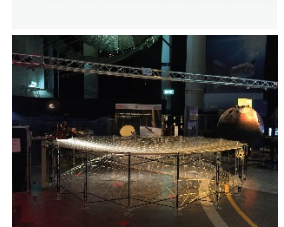
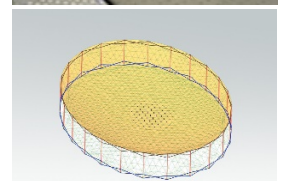
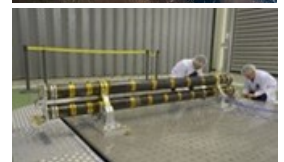
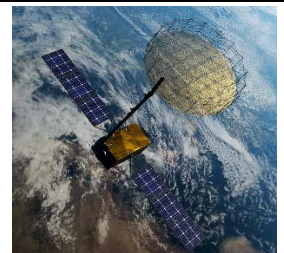
HPS is well-acknowledged at the European Space Agency (ESA), the German Space Agency (DLR) and by many companies in the European space industry. As of now, HPS is onboard 19 space missions, the most recent of which are: Ka-band antenna on the German Mission "Heinrich Hertz", a Ka-band antenna on the ESA-mission "PLATO", as well as an on-orbit demonstration flight of a deployable sail module for nano-satellites onboard Electron launched in the Autumn of 2018.

As a cornerstone project growing out of our Large European Antenna (LEA) development program, in August, HPS will begin leadership of a team of 15 corporate partners from 7 European countries, in the design, production, integration and test of the Large Deployable Reflector System (LDRS) for the ESA/EC Copernicus CIMR Mission. In response to this challenge, HPS has immediate needs for highly-motivated engineering and project management staff. As a corporate lead of this large consortium, one of the key positions needing to be filled is an experienced Procurement Manager. If, after reading the following Job Profile and Qualifications List, you are ready for a challenge, please contact us via the contact details at the bottom of this page.

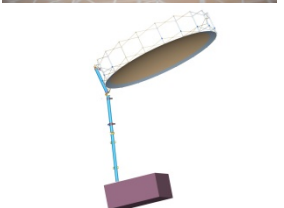
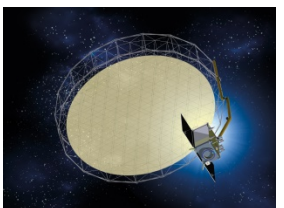
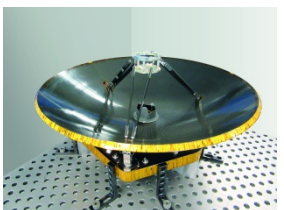
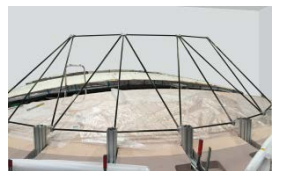
Job Profile:

• Procurement Management:

- Main Point-of-Contact between HPS and its Subcontractors
- Liaison for technical and programmatic matters between HPS technical, PA and Project Office
- Manage Subcontractor performance by means of regular interaction (e.g., telcon, Webex, on-site visits, etc.)
- Supervise requirements verification process for Subcontractors; ensure compliance with requirements and provide respective inputs to the higher level verification process at HPS
- Initiate and coordinate the involvement of HPS technical staff members and HPS PA, as required (NCRs, RFDs, RFWs, MIPs/KIPs, Reviews)
- Initiate the Identification of technical and schedule risks at Subcontractors as early as possible
- Coordinate support from the appropriate HPS function in the assessment of mitigation actions proposed by Subcontractors
- Manage mitigation and recovery actions to be carried out by Subcontractors
- Provide planning inputs to HPS Project Management
- Manage, and verify the correct implementation of, Changes to Subcontracts
- Participate in regular Project status meetings and support Project status reports
- Support to preparation and control of Customs paperwork
- Facilitate Subcontractor Reviews (e.g., PDR, DRB, etc.), ensuring timely delivery of documents by the Subcontractors and timely HPS review of subcontractor documentation; Ensure timely closure of RID (Review Action Items) during the closeout process
- Facilitate H/W acceptance and Incoming Inspections by HPS PA and HPS technical experts, as required
- Utilize and contribute to the HPS Lesson Learnt process



- Contribution to the Supplier Rating process with HPS team, filling of respective QMS documents.
- Support for Subcontracts Preparation:
 - Evaluate adequate Supplier sources and prepare Requests-for-Quotation
 - Lead the preparation of respective RFI/RFP data packages (Invitation Letters, Procurement Specifications, Requirements Documents, etc.) coordinating with HPS technical experts, as required
 - Provide inputs to the overall Project Planning
 - Evaluate incoming Proposals/Offer, facilitate Supplier Rating and Supplier Selection process within the HPS team
 - Lead potential Subcontract Negotiation processes with support from Project Management and HPS Leadership
 - Generate and place Procurement/Purchase Orders.
- Support for Project Cost Control
 - Identify HPS cost risks related to Subcontractor performance
 - Manage Change and CCN process with Subcontractors
 - Negotiate CCNs (cost, schedule, technical) with Subcontractors.



Desired Qualifications:

- Education/Experience:
 - Strong Technical background in Aerospace (design, materials, processes, typical documentation for space programs)
 - Experience in Project Management, Systems Engineering processes
 - Experience with leading teams (internal and external)
- Smart Skills:
 - Natural authority
 - Accuracy in documents
 - High degree of self-initiative
 - Ability to work independently
 - Quick learning skills
 - Good soft skills and solution-oriented thinking
 - Flexibility, dependability, collegueship and ability to work in a team
 - Very good knowledge in languages (Strong English required; Basic German needed; some experience with Italian, French, and/or Spanish desired).

Possibilities:

- When you join our HPS family, you will:
 - Contribute to the development of a worldwide "FIRST", i.e., an 8-meter diameter deployable reflector subsystem which rotates on a satellite bus
 - Work as member of an international team with the Italian Customer Thales Alenia Space and ESA as the End-User
 - Become part of the HPS family, a close-knit, high-performing team with a family-like working environment
 - Join our team in the early stages of an aggressive staff expansion
 - Enjoy flexible working hours (part-time might be possible, depending upon the position)
 - Have direct contact with Customers, Suppliers and HPS top management.

We are looking forward to your application (preferred via e-mail):
HPS GmbH, Hofmannstr. 25-27, 81379 München, www.hps-gmbh.com
Mrs. Andrea Straub, Tel.: 089-4520 576-13, straub@hps-gmbh.com