

Department: Purchasing
Job Title: Purchasing Manager
Wage Classification: Salary
Revised Date: 5/3/2022

JOB SUMMARY

This role has responsibilities such as: leading RFQ and supplier selection/award processes, conducting negotiations, confirming terms and conditions, maintaining long term agreements, placing purchase orders within the ERP system, and collaborating with cross functional teams to foster productivity within the supply base. This is a role with autonomy that mixes both strategic and tactical buying responsibilities while leading the purchasing team.

ROLES AND RESPONSIBILITIES

Following are some of the roles and responsibilities; however, other duties and activities may be required in performance of this job:

Supervisory Responsibilities:

- Leads with vision that will guide the work of the buyers and supply chain team and inspire commitment.
- Direct the daily work of the team with planning, coordination, clear instruction and problem-solving. Organize and deploy resources the team needs to do its work.
- Communicate and keep the team informed and connected to their customers and suppliers throughout the organization, keeping communication open and effective.
- Measure the teams' goals by tracking progress and results to drive effectiveness of their work. Completes performance evaluations that are timely and constructive.
- Develop people and processes through an environment of learning and growth.
- Enforces company policies and guidelines.
- Resolves issues and disputes proactively.

Core Duties/Responsibilities:

- Supplier relationship management, including selection and sourcing strategy, proactive supplier on time delivery monitoring and management.
- Initiates Supplier RFQ's and reviews proposals and negotiates contracts, terms and conditions. Supports and coordinates supplier quality and return process.
- Place and follow-up on PO's. Manage relationships with suppliers for PO execution. Manage problems and schedule changes.
- Source and purchase outside services for both production requirements and facility requirements.

- Purchase parts, subassemblies, assemblies, supplies, tool and gage, capital and expense machine and equipment for both the office and plant.
- Manage and maintain accurate ERP data
 - Utilizes in-depth knowledge of a discipline and analytical thinking to execute policy/strategy. Basic knowledge of related job disciplines.
 - Order policy/part strategy and management around sourcing and stocking strategies.
 - ERP ordering processes and related MRP functionality and action messages.
- Participates in inventory level planning and control processes as well as obsolescence management.
- Supports engineering change, launch and new product introduction initiatives.
- Able to operate with a high level of autonomy as part of an empowered team culture.
- Leads, develops, and modifies procedures, work instructions and practices covering work of the team, driving end results meeting standards of acceptability (quality, volume, timeliness etc.).
- Uses judgment and can propose different solutions outside of set parameters to address more complicated, day-to-day problems.
- Has ability to prioritize information for data analysis. Uses technical experience and analytical thinking.
- Uses internal and external sources outside of own team to arrive at proposals and decisions.

QUALIFICATIONS

- Bachelor's degree from an accredited college or institution and/or equivalent experience
- Negative drug screen
- Buying/commercial experience is preferred
- Proven commercial and/or fulfillment experience with a range of suppliers
- Experience in international trade requirements/supply chain a plus
- Experience with Netsuite and Demand Caster MRP a plus.
- Lean Organizational experience, including tools, philosophies, and implementation.
- Demonstrated excellence in Sourcing Compliance and the usage of Sourcing systems.
 - Ability to document, plan, market, and execute programs.
 - Humble: respectful, receptive, agile, eager to learn
 - Transparent: shares critical information, speaks with candor, contributes constructively
 - Focused: quick learner, strategically prioritizes work
 - Leadership ability: strong communicator, decision-maker, collaborative
 - Problem solver: analytical-minded, challenges existing processes, critical thinker

WORK ENVIRONMENT / PHYSICAL REQUIREMENTS

- While performing duties of this job, the employee will regularly; sit, stand, walk and occasionally will be required to lift or move objects of 25 pounds or less with or without assistance and no restrictions.
- Vision, with or without correction, must be adequate to perform the required job functions.
- Prolonged periods of working on a computer.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the specific job functions.