

Purchasing Manager Job Description

6/22/2017

Position Summary

Purchasing manager to be responsible for the organizations purchasing of products and services essential for our operations. Position will require the skills necessary to identify cost saving opportunities, create competitive environments, creatively negotiate and generate contracts to assure seamless availability of all products to support company objectives.

Essential Duties and Responsibilities

- Take overall responsibility for the purchasing management goals of the company and implement action items to ensure that those goals are achieved
- Manage and mentor staff encouraging professional growth & development
- Responsible for negotiations for best possible cost service guarantee and develop “win-win” strategies that achieve sustainable relationships with suppliers
- Evaluate supplier core competencies and competitive positioning using industry cost models
- Implement supplier agreements/contracts when beneficial by working with cross-functional stakeholders and suppliers to reach agreement on contract terms and conditions
- Research and anticipate shifts in the negotiating power of suppliers
- Analyze industry trends and evolving technology to proactively identify supply base issues to minimize risk, protect continuity of supply, and utilize emerging opportunities
- Maintain and develop supplier relationships (trade shows, supplier meetings, conferences, etc.)
- Participate in establishing short-term and long range planning and budget development of the company to support strategic business goals
- Develop a supplier management program with key suppliers including metrics, performance goals and improvement initiatives
- Establishes purchasing policies and ensures compliance within the department
- Continuously improve productivity and efficiency of processes throughout the operational organization
- Lead department to develop forecasts for future demand and place orders in a timely fashion based upon vendor lead-time
- Develop and implement purchasing and supplier selection strategy domestically and internationally
- Excess and Obsolescence management
- Oversee staffing/recruiting/training /coaching of direct report including performance review

Qualifications, Skills and Abilities

- Bachelor’s degree and at least five (5) years purchasing/strategic sourcing experience along with 3+ year’s relevant operations/supply chain experience
- Experience with contract manufacturing vendors
- Strongly prefer some plastic part/component sourcing experience
- Strong preference for some international sourcing experience
- Ability to manage projects and establish clear goals and accountabilities to ensure successful delivery (on time, within budget, meeting agreed upon success criteria)
- Knowledge of the legal terminology and language related to supplier and/or vendor agreements and contracts
- Advanced systems skills and working knowledge of MS Office, with advanced Excel knowledge
- Must have excellent presentation and communication skills
- Must participate and/or collaborate with Professional Associations in Purchasing/Material Management
- 20% travel initially, 10-15% ongoing