

EMPLOYMENT OPPORTUNITY for Purchasing Manager

Job Description: Responsible for full department oversight and managing a team of Buyers/Inventory Analysts and support staff. The following is a list of primary functions, but is not all inclusive of duties:

1. Support company goals and strategic objectives.
2. Establish systems, programs, policies and procedures to support inventory management policy and achieve purchasing objectives.
3. Understand and fully utilize all the benefits of technology and automation available within our ERP computer system.
4. Promote open lines of communication between corresponding departments.
5. Interact with product management on vendor selection
6. Provide direction and leadership to the Purchasing department; train and implement purchasing systems and procedures.
7. Evaluate performance and provide necessary coaching (H's) to realize staff's maximum competencies.
8. Purchase limited number of product lines

Skill Requirements: Bachelor's Degree in business administration or related field, 5 – 7 years of progressively responsible purchasing experience within a distribution environment and a minimum of three years in a purchasing management capacity. Additional requirements include excellent communication and interpersonal skills to lead, motivate and develop employees; strong written and verbal communication skills; attention to detail and quality; knowledge of and experience with computer ERP system, proficient with Microsoft Outlook and Excel spreadsheets. Vendor Management Inventory (VMI) knowledge is beneficial.