

## Purchasing Manager

### Position Summary:

You will be responsible for sourcing equipment, goods and services and managing vendors. The successful candidate will be able to perform strategic procurement activities across multiple categories of spend, search for better deals and find more profitable suppliers. You will also mentor and develop a team of buyers.

### Responsibilities:

- Develop, lead and execute purchasing strategies
- Track and report key functional metrics to reduce expenses and improve effectiveness
- Craft negotiation strategies and close deals with optimal terms
- Partner with stakeholders to ensure clear requirements documentation
- Forecast price and market trends to identify changes of balance in buyer-supplier power
- Perform cost and scenario analysis, and benchmarking
- Assess, manage and mitigate risks
- Seek and partner with reliable vendors and suppliers
- Strong negotiation skills to leverage best possible pricing
- Resolve material and process issues by exposing the root cause and implementing solutions
- Successful implementation of commodity review that resulted in cost savings and vendor consolidation
- Quarterly Business Reviews with Top Suppliers
- Mentor and Develop team of Buyers

### Knowledge/Skills/Abilities:

- Strong leadership capabilities
- Ability to gather and analyse data and to work with figures
- Solid judgement along with decision making skills
- Proven working experience as purchasing manager, agent or officer
- Familiarity with sourcing and vendor management
- Computer skills
  - MS Office
- Flexible and can quickly change from job to job when needed
- Self-directed

### Education/Training:

- Associates Degree with 5 to 7 years of experience in Business or Supply Chain Management. Prefer a 4 year degree in a related field
- CPM certification preferred
- CloudSuite Industrial (SyteLine) ERP experience a plus

**Travel Requirements:**

- 5% - Local Suppliers

**Physical Requirements:**

- Be able to lift at least 25 lbs and up to 50 lbs for short periods

**Materials and Equipment Utilized:**

- Computers, printers, etc

**Working Environment:**

- 10% Manufacturing: clean, low to moderate noise, safety glasses required and other personal protective equipment (PPE) where applicable.
- 90% - Office