**JOB DESCRIPTION**

**Purchasing Manager**

**POSITION SUMMARY:**

Manages and coordinates all aspects of the procurement of materials and/or services; oversees activities and operations of the purchasing department and staff.

**RESPONSIBILITIES:**

* Develop and manage all aspects of the procurement of material and/or supplies
* Build, develop and manage partnerships with key vendors to ensure accurate and on-time delivery of products and services
* Develop appropriate vendor metrics and evaluation program to measure performance against desired lead times and required delivery performance
* Negotiate pricing, terms and conditions with vendors to ensure the best possible value for Alltite
* Leads strategically critical projects that bring exceptional value to the company through total cost reduction, key supplier relationships, commodity focus, supplier consolidation, cost/benefit financial analysis, and supplier quality management
* Manage and forecast all inventories for all locations (on premise & mobile van) to ensure the maximum availability of inventory for sale while minimizing any obsolete or slow-moving inventory
* Develops and implements policies and procedures to assure departmental effectiveness and compliance
* Determines purchase requirements; generates and reschedules purchase orders for sourced goods
* Monitors inventory position against sales forecast and customer orders to maintain acceptable safety stock levels
* Partner with Sales & Operations to procure appropriate standards, inventory and services related to new business development areas and/or current calibration scope expansions
* Develop weekly purchase order and backorder reporting to provide adequate order status delivery updates to all appropriate interested parties
* Perform a root cause analysis for any defective or unacceptable goods or services and communicate with users, vendors and others to ensure that corrective actions and preventative measures are taken to resolve the issue
* Ensure that accurate and timely vendor pricing is entered into Microsoft Dynamics GP or Microsoft Dynamics CRM 365
* Assist with annual physical inventory and/or cycle counts, as appropriate
* Assist with Accounts Payable as needed regarding issued purchase orders
* Manage and assist with special projects as assigned
* Open communication with direct supervisor/manager
* Responsive to change
* Other duties as assigned

**QUALIFICATIONS:**

* Bachelor’s degree in Supply Chain Management, Accounting, Finance, Business Management or other related field required with an emphasis in procurement or inventory control
* Five or more years of experience in procurement or related field
* Demonstrated ability to work with IT to develop appropriate inventory and purchasing processes within an ERP system
* Demonstrated ability to problem solve, learn new techniques and change as needed
* Demonstrated negotiation and organizational skills, while maintaining an appropriate level of professionalism
* Be willing to travel, as needed, to visit with vendors, to tour facilities, to attend trade shows and to negotiate contracts
* Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals
* Proficient in Microsoft Office products such as Excel
* Satisfactory background check
* Ability to lift 20 lbs. without aid on occasion and ability to sit at desk for up to eight hours using a computer

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PREFERRED QUALIFICATIONS:**

* Experience with Microsoft Dynamics GP, Microsoft Dynamics CRM 365 or other related ERP system
* Distributorship experience
* Certified Purchasing Manager designation

**COMPETENCIES:**

* **Analytical**--Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures
* **Oral Communication**--Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings
* **Written Communication**--Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information
* **Business Acumen**--Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals
* **Ethics**--Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values
* **Judgment**--Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions
* **Professionalism**--Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments
* **Quality**--Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

**Compensation:** Exempt position paid salary