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| **PURCHASING MANAGER** | | | |
| **Department:** | Procurement | **Reports to:** | Director of Materials and Logistics |
| **Direct Reports:** | RDC Buyers | | |
| **Assignment Category:** | **Full time  Part Time** | | |
| **Classification:** | **Non-Exempt  Exempt /  Hourly  Salary** | | |
| **Approved By:** |  | | |

Summary Description:

Directs and coordinates activities of personnel engaged in purchasing components, tooling, equipment, machinery, and supplies by performing the following duties personally or through subordinates.

**Job Duties and Responsibilities (Essential Functions):**

* Achieve annual cost reduction objectives
* Conduct periodic market tests and follow through as appropriate to achieve cost reductions
* Ensure all suppliers submit quotations on designated IRS/USA Forms
* Ensure appropriate detailed cost analysis and negotiations are performed to achieve best value
* Review prospective and current suppliers facilities to determine their capability to supply RDC/USA
* Perform supplier capacity reviews to determine potential supplier constraints and establish actions as appropriate to eliminate same
* Provide Monthly Report to VP of Purchasing identifying major issues and progress against major objectives
* Actively support RDC/USA and participate in Supplier Business Reviews
* Work closely with Engineering and Supplier Quality Managers to minimize the cost of temporary rework performed by suppliers
* Ensure Commodity Overviews are maintained completely and accurately
* Prepares instructions regarding purchasing systems and procedures.
* Prepares and issues purchase orders and change notices that clearly describe the product and changes
* Analyzes market and delivery conditions to determine present and future material availability and prepares market analysis reports.
* Quickly resolve PO / Invoice discrepancies
* Reviews purchase order claims and contracts for conformance to company policy.
* Arranges for disposal of surplus materials.

**Knowledge/Skills/Abilities:**

Toperform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Level Requirements (Minimum):**

Education

* BS or BA degree or equivalent in Business, Supply Chain Management or related degree required.
* Additional classes/experience in Finance preferred

Experience

* Experience with business and management principles involved in strategic planning, resource allocation, production methods, the coordination of people and resources and other techniques for maximizing the effective manufacturing of goods.
* Verifiable knowledge of **r**egulations
* Minimum of three (3) years’ experience managing a team.
* Strong computer knowledge required including Word, Excel, PowerPoint and Outlook. Current knowledge of MRP/ERP systems. Able to effectively maintain written and computer records in accordance with regulatory agencies.

*\*\*A combination of education, training, and experience which has provided theoretical and practical knowledge will be evaluated for equivalency.*

Other Requirements

Occasional day and night, domestic and international travel is required

**Physical Requirements:**

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:

* Visually or otherwise identify, observe and assess distance, color and depth; Required to regularly communicate with others and exchange accurate information*.*
* The ability to remain stationary at a computer for extended periods of time and move around their assigned work space.
* Be able to operate a computer and other office productivity equipment.
* Frequently move up to 25 pounds and occasionally move up to 50 pounds. He/she must be able to work within different temperature changes, indoors to outdoors; moving between buildings, inventory racks and working around moving equipment/machines; occasionally ascend/descend a ladder or stairs as required.
* Occasionally be exposed to low/moderate/high noise levels in the work environment
* PPE required when on shop floor