

Procurement Manager

JOB RESPONSIBILITIES:

- * Manage Purchasing staff and direct projects
- * Purchases inventory, consumables, and services in accordance with company policies
- * Ensures best value is received on all purchases
- * Communicate with vendors/suppliers for availability, ordering, price negotiation and order follow up
- * Create purchase orders for all orders processed
- * Ensures all needs of the facility are purchased so that business can run efficiently with minimal downtime
- * Generates purchase orders based on reorder points set in inventory management system
- * Periodically reviews reorder points to ensure they are adequate
- * Recommends promotional, seasonal, and opportunistic buys outside the reorder points
- * Uses all resources available to ensure just in time inventory whenever possible
- * Works with warehouse and retail management team to ensure adequate stocking space
- * Selects which suppliers the company will work with and initiates relationship
- * Maintains vendor relationships ensuring best pricing and order preference is received
- * Coordinate both domestic and international shipments with various freight companies
- * Stays current in the industry and ensures facilities are stocked with innovative products in demand by our customers
- * Reviews turns and eliminates stock before inventory trends are down
- * Minimizes obsolete and clearance inventory through quick response to market trends
- * Provides analytics to management
- * Knowledge of company's mission, purpose, and goals
- * Ability to operate office equipment in a safe and effective manner - telephones, computer, printer, fax, scanner.
- * Learning how the Purchasing Department runs
- * Processing in Syspro
- * Other duties as required or delegated

ESSENTIAL JOB REQUIREMENTS AND QUALIFICATIONS:

- * Management experience
- * Strong reading, writing, and communication skills required
- * Must be able to multi-task and work in a fast paced environment
- * Self-motivated & exceptional organizational skills
- * Ability and willingness to work cooperatively with others
- * Knowledge of Microsoft Office products and telephone protocol
- * High degree of discretion dealing with confidential information
- * Associates or Bachelor's Degree in Business