

US Supply Company, Inc. Job Description
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Position Title:	Purchasing Manager
Issue Date:	May 2017
Reports To:	Director of Business Systems
Direct Reports:	Purchasing Agents
FLSA Status:	Exempt

JOB SUMMARY:

The Purchasing Manager is a key member of the U.S. Supply management team. S(he) is responsible for the total managed department spend and related functions within U.S. Supply as well as vendor management. The Purchasing Manager is responsible to maintain, foster and grow the relationships with our vendors which are integral to the company's success.

DUTIES AND RESPONSIBILITIES:

Strategic Vendor Management

1. Leads the evaluation, selection and negotiation related to all major vendors with regard to products, services, pricing, returns, defective merchandise and marketing programs.
2. Utilizes the Vendor Relationship Manager and the Vendor Focus Team to collect input, consider alternatives and execute strategies.
3. Manages relationships with vendors and/or their representatives in an ethical and professional manner.
4. Coordinates the introduction of major new vendors or product lines as well as the phase out of obsolete or unneeded lines.
5. Coaches buyers in their negotiation skills.
6. Evaluates potential volume purchase opportunities offered by vendors. Deals impacting cash position or warehouse space must be approved by affected department managers and by the Director of Business Systems.
7. Approves price changes from major vendors.
8. Collects, coordinates and organizes vendor performance data from all departments and branches for use in vendor negotiation and improvement.
9. May help source special or unique products for branches/customers and negotiate special deals for specific projects.
10. Directly manages selected buy lines.
11. For assigned buy lines, maintains product knowledge and scans market place for alternate and/or secondary suppliers.
12. Works in conjunction with the Product & Pricing Administrator to secure accurate vendor database information, including pricing, product numbers, etc.

Cross-functional Material Management

1. Manages staff to ensure optimization of material flow from vendors to maximize service levels to branches and efficiency of product handling as well as achieve budget goals for inventory turns and total inventory levels.
2. Assists Buyers with any issues associated with vendor delivery and product damage.
3. Identifies potential stock-outs and takes proactive steps to minimize their impact.
4. Communicates with the DC Warehouse Manager and Branch Managers to collect their feedback on areas needing improvement and to keep them informed of material issues and action plans.
5. Supports sales force by providing bid information and processing special orders.
6. Leads the organization in identifying and reducing surplus stock.
7. Identifies for the marketing department products that should be changed from non-stock to stock and vice versa.
8. Evaluates and approves inventory requests from the Branch Managers

Process Management

1. Develops and manages appropriate metrics for key department processes.
2. Maintains expertise on Eclipse system and the functionality of upcoming releases.
3. Ensures financial controls are in place and followed.
4. Scans industry for best practices in purchasing and attends relevant training
5. Creates/updates critical process documentation.
6. Works with Distribution Centers and branches to improve cross-functional processes.
7. Contributes in meetings and activities of U.S. Supply management team.
8. Leads purchasing team in continuous process improvement activities.
9. Performs all other duties as assigned.

Personnel

1. Works with the Director of Business Systems to set clear and measurable performance objectives for direct reports. These goals should support higher level business objectives.
2. Manages organizational capacity (headcount and overtime) such that it matches the need of the organization.
3. Works with Personnel department in hiring new employees.
4. Ensures that employees are properly trained and follow established procedures.
5. Develops employees through informal coaching and formal performance reviews.
6. Recommends wage increases to upper management.
7. Creates a positive and supportive work environment that encourages teamwork.
8. Facilitates clear and timely communication up and down the organization.

Qualifications

- Education: University degree or equivalent.
- Experience: Minimum of 8+ years of purchasing preferably in a trade distribution environment. Minimum 5 years management experience.
- Strong negotiation and organizational skills
- Eclipse experience preferred
- Computer literacy: Internet Explorer, and MS Office
- Demonstrated ability to coordinate multiple tasks at one time

Work Environment

Primary work is performed in an office environment. Occasional transit into the warehouse.

Physical Requirements: Ability to bend, and reach under and over in order to file. Sit at desk and work on computer for long periods of time.

Travel: Negligible. Infrequent travel to the DC or a branch as deemed necessary.

Position Type and Expected hours of work: Full Time/Regular. Normal hours are at a minimum Monday – Friday 7:00 a.m. to 4:00 p.m. As an exempt position, additional hours are expected to achieve goals and excellence in customer care.

Employee’s Acknowledgement

I have carefully read and understand the contents of the position description. I understand the responsibilities, requirements, and duties expected of me and further understand that this is not an exhaustive list of responsibilities, skills, duties, requirements, effort, or working conditions associated with this position. While this list is intended to be an accurate reflection of the current position, the Company reserves the right to revise the functions and duties of the position or to increase or decrease the scope of responsibilities of the position when circumstances dictate, as determined by the President.

I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time for any reason, and the Company has a similar right.

Employee’s Signature

Date