

JOB CLASSIFICATION

PURCHASING MANAGER

Summary: Purchasing managers are responsible for their buyers are buying the best quality equipment, goods and services for a company or organization at the most competitive prices.

Duties and Responsibilities:

- Lead, motivate, & train a team of buyers who perform front-end purchasing
- Manages procurement of all materials & services for the organization
- Manages the current supplier base, including the sourcing of new & alternative vendors & suppliers; domestic & overseas
- Oversees supplier initial qualification & re-evaluation
- Handles all aspects of sourcing & negotiating vendor contracts & establishing agreements
- Drives cost reduction, inventory stocking programs, & other improvements related to the supplier base.
- Responsible for related quality objectives
- Establish & monitor all purchasing policies, procedures, work instructions, & records within his areas of responsibility
- Hires & trains buyers to help ensure their competence
- Adhere to established company policies & procedures paying special attention to safety regulations
- Perform other related duties as appropriately assigned or requested

Information/Directions From:

- Quality Manual
- Standard Operating Procedures
- Departmental Work Instructions
- Arc-Tronics, Inc. Employee Policy Manual

Job Qualifications Requirements:

Knowledge/Skills/Certifications/Training:

- An experienced purchaser with appropriate industry experience
- An energetic & creative team player with high ethical standards & an appropriate professional image
- Ability to relate to people at all levels of an organization
- Excellent written & verbal communication skills
- An excellent negotiator
- ESD Training
- FOD Training
- HazCom / Safety Training
- ITAR Training
- Sexual Harassment Training

Education/Experience Required:

- High school diploma or general education degree (GED) and 4 years of purchasing experience in a manufacturing environment; or equivalent combination of education and experience