

## Position: Purchasing Manager



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Position Classification:	Full Time / Exempt
Position Reports to:	CFO
Position Supervises:	None

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### Position Summary

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The Purchasing Manager is responsible for supporting departmental management with procurement related tasks and duties necessary for the cost-effective procurement of goods and services, while leveraging and aligning with supplier agreements and Ingenium's goals.

### Responsibilities:

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Duties include but are not limited to the following:

#### Essential functions

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- Place, monitor, and maintain Purchase Orders that meet time-bound delivery requirements, quality, and cost expectations.
- Ensure that goods are available to meet in-house requirements, external sales requirements, and to support changes and site business objectives.
- Accountable and responsible creating and analyzing request for quotations, processing purchase orders, assist branch management with maintaining and identifying economic order quantities and reorder points to manage inventory costs.
- All procurement functions including sourcing, negotiating and expediting various materials/goods and services.
- Place, follow up, and expedite purchase orders to secure on time delivery of purchased goods or outsourced services to ensure material availability to meet time requirements.
- Interface with end-user community to communicate anticipated dates of receipt, and to respond to unanticipated urgent needs.
- Interface with other functional departments to facilitate resolution of valid vendor issues.
- Communicate with management concerning vendor performance, pricing issues, delivery issues and any other pertinent information that requires cross functional strategies within the Supply Chain.
- Establish and maintain vendor relationships to support purchased goods, which meet the quality and service standards of Ingenium.
- Ensure that materials and services sourced represent the best possible value.
- Support departmental management by developing and executing plans that exploit opportunities to reduce costs and avoid increases in costs.
- Work cross-functionally and with suppliers to ensure continuous improvement in terms of quality, delivery and cost.
- Assist in managing the supplier – act as an interface between the end-user community and vendor, communicate problems and appropriately deal with vendor demand to ensure on time delivery.

- Continuously source and develop supply alternatives.
- Assist with any procurement system functionality and upgrades.
- Other duties as assigned by supervisor.

### Non- Essential Functions

- Administrative tasks as they pertain to managing procurement files and record keeping.
- Attend and participate in company meetings.

## Qualifications and Experience

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- Minimum 5+ years' progressive experience performing procurement duties.
- Ability to work independently using good judgement and as a team player.
- Excellent communication skills including written, verbal, listening, and customer service skills with the ability to effectively communicate with and work well with others in order to manage projects, etc.
- Must possess strong analytical abilities.
- Must have strong math skills.
- Must have a positive attitude.
- Must exude professionalism, possess a strong Customer Focus.
- Pleasant telephone manner with an upbeat and friendly demeanor.
- Ability to project a calm and professional demeanor regardless of the type of environment (calm, fast paced, high stress) or type of clientele with the ability to effectively manage stress.
- Exceptional organizational skills with a high consideration to detail and accuracy.
- Excellent communicator with the ability to properly and effectively inform others; strong supply management, reporting, and inventory control skills.
- Resourceful, self-motivated with a sense of urgency and strong work ethic
- Capable of regularly using good judgment and problem-solving skills to accomplish goals and work requirements.
- Able to effectively manage processes and analyze information.
- Adept at time management.
- Able to work with finite deadlines.
- The ability to work independently as well as in a group environment.
- Trustworthy, honest, respectful, and flexible.
- A desire to learn and advance in a fast-paced environment
- Must be able to be entrusted with confidential information.
- Exceptional knowledge with Excel-specifically able to execute pivot table and v-lookups
- Proficient computer skills working with various office equipment, computers and various programs including Word, Outlook, PowerPoint, QuickBooks etc. and the ability to effectively work on spreadsheets, word processing, networking, and e-mail programs.
- Previous experience in environmental services and Sales preferred but not required.
- Experience with Purchasing Systems ( Point Purchasing or similar)
- Authorized to work in the United States for any employer.

## Education and Certifications

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- Bachelor's degree preferred.

## Physical Demands

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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.

- Most work is performed in a temperature-controlled office environment.
- While performing the duties of this job, the employee is required to walk 10% of the time, stand 10% of the time and sit 80% of the time.
- The employee will occasionally lift and or carry up to 25 lbs.
- Employee may use computer, phone, copier and other office equipment in the course of a day.
- While performing the duties of this job, the employee is occasionally required to use hand to finger, handle or feel objects, touch and use tools, reach with hands and arms, climb stairs, bend, stoop, twist, lift, reach, push, pull, grasp, balance, kneel, crouch, crawl, grasp, talk, hear, and walk during the course of employment.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and an ability to adjust focus.
- Employee may be required to travel for business purposes.

## Environment

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

While performing this job, the employee is exposed to weather conditions prevalent at the time. This may include warm, hot or cold temperatures. The noise level in the work environment is moderate.

## Work Schedule

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Employee will be required to work a minimum of forty (40) hours of per week or as many hours as it takes to perform above job duties. Manager must be scheduled to work Monday – Friday between the hours of 7:00 a.m. – 5:00 p.m. Schedule may vary based on business demands and may require after hours and/or weekend hours as well.

## Core Competencies

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### **Business Acumen**

Business acumen is defined as the critical business thinking required to achieve your objectives. The Purchasing Manager understands complex business issues and business strategies.

### **Analytical Thinking**

To arrive at accurate conclusions and solutions by visualizing new potentials, and by identifying, defining, and analyzing problems and situations using rational and intuitive processes.

### **Business Development**

Business development is a combination of functions and activities for developing the business side of a company, improving its market position and maximizing profits. This combination includes a wide range of business responsibilities such as finding and developing business opportunities, building business relationships, negotiating, making deals, building and implementing plans and strategies, and etc. The final goal is to increase the company's profits and achieving financial growth.

### **Professional Integrity**

The Purchasing Manager must demonstrate the highest standard of professional integrity, adhere to company policies and procedures, comply with applicable laws, and government rules and regulations. Each member of the purchasing department is responsible for safe-guarding the assets of the company, including keeping information secure that not all external or internal parties may be privy to.

### **Results Oriented**

Focus on getting results for the company and do what needs to be done. Coordinate multiple resources to the achieve the desired outcome. Formulate an actionable plan while tracking actions and outcomes.

### **Problem-Solving**

A successful Purchasing Manager must have the ability to identify issues that arise and use the tools available to him or her to work through them, if possible. The key to this is understanding how much time to work through an issue independently before bringing it to another manager of the team or a supervisor.

## Acknowledgement for Receipt of Job Description

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I have received a copy of this Job Description and have read and understand its contents. I understand that if I have any questions pertaining to this job description or my overall job duties, I will consult my supervisor immediately. Furthermore, based on business demands, I understand that the company may revise my duties at its discretion.

Position Title:	Purchasing Manager
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Position Supervises:	None

### Employee Information

Employee Name:	_____
Employee Signature:	_____
Date:	_____

### Supervisor Information

Supervisors Name:	_____
Supervisors Signature:	_____
Date:	_____