



Job Description **PURCHASING MANAGER**

Full Time Position

Position Description:

- Oversee Purchasing Department to ensure processes and procedures are followed.
- Ensure parts are procured in time to support production schedules.
- Ensure materials purchased meet customer specifications.
- Help resolve supplier non-conformance issues (SCARS).
- Monitor and drive resolution to minimize exception reports.
- Help maintain vendor master file and reorder levels to minimize excess material.
- Negotiate pricing, lead-times, and payment terms with suppliers.
- Help drive cost savings monitor, track and verify cost savings realization.
- Maintain vendor relations; oversee VMI (vendor managed inventory) programs.
- Compile and review KPIs & Supplier Score Cards.
- Review Supplier Performance with key suppliers per AS9100 requirements.
- Supervise buyers as needed to achieve overall efficiency of the department.
- Participate in Management meetings as scheduled.
- Other duties or special projects as assigned.

Qualifications:

- Bachelor's degree preferred or comparable work history.
- 5+ years in a purchasing roll as a senior-level buyer or manager with prior supervisory responsibility and > \$1M spend responsibility.
- Requires accurate, timely and effective purchasing skills including the ability to manage personnel; negotiate requisitions; and maintain vendor relations.
- Good communication skills to ensure clear communication with internal and external providers. Strong negotiation skills with proven cost savings record.
- Requires advanced Excel proficiency skills (formulas, pivot tables, macros etc.).
- Solid understanding MRP/ERP systems within a manufacturing environment, including pegging reports, exception reports, regens, and the ability to identify and resolve basic problems such as phantom demands within the system.



- Knowledgeable about electronic components, package requirements and main distribution preferred (not required but expected to become proficient).
- Understanding of ISO9100.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit; use hands, reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

This position may require exposure to information which is subject to US export control regulations, i.e. the International Traffic in Arms Regulations (ITAR) or the Export Administration Regulations (EAR). All applicants must be U.S. persons within the meaning of U.S. regulations.