JOB DESCRIPTION
(Date)

POSITION TITLE: PURCHASING MANAGER

REPORTS TO:

I. PRIMARY RESPONSIBILITIES:

Manage and coordinate the purchase of goods and services for the company in an efficient and economical manner.

II. ESSENTIAL FUNCTIONS:

Hires, supervises, and evaluates job performances of purchasing department personnel.

Establishes policies and procedures to be followed by purchasing agents and purchasing clerks.

Represent the Purchasing Department at Management meetings to recommend and otherwise assist with the development, planning and formulation of policies, long and short-range objectives and operating goals.

Approves selection of major vendors. Trains buyers to assess vendor capabilities, develop sources, and evaluate vendor performance.

Negotiates terms of major contracts and blanket orders.

Recommends major purchases of materials on the basis of anticipated changes in prices or on unusual availability situations. Balances cash flow considerations against possible price savings.

Personally conduct or direct negotiations with vendors on rejections, disposition and adjustment of purchased materials not meeting specifications.

Makes certain that purchasing documents are completed properly and the terms and conditions of purchase are appropriate.

Supervises accurate recordkeeping, including price histories and difficulties in doing business with particular vendors.

Establishes policies that maintain inventories in as low a manner as possible while avoiding shortages of necessary raw materials and supplies.

Approve or reject prices, terms, delivery dates, traffic routes if not in line with policies or established procedures.

Direct and supervise application of record systems and preparation of reports pertinent to
III. QUALIFICATIONS AND REQUIREMENTS:

Bachelor's degree in business administration or related subject. Master's degree is preferred.

At least five years of experience in purchasing, preferably with at least two or more years supervising other purchasing agents.

Certification as a C.P.M. desirable but not required.

Excellent skills at negotiating and contract writing.

Excellent administrative, organizational, and communication skills.