

Job Title: Purchasing Manager
Department: Operations
Revision Date: November 2022

FLASH

Family of Companies



Position Overview

Purchase equipment, goods, materials, and services for all departments and companies under the corporate umbrella, directly or in conjunction with department/company management. Ensure the company operational needs are met, considering price, quality, and delivery and to ensure continuity of supply. Further develop and maintain a purchasing program and standard operating procedures.

Job Duties:

- Purchase in line with specified cost, quality, and delivery targets, understanding inventory levels to ensure departments are not ordering unnecessary amounts or in excess
- Review, update, and maintain a consistent purchasing procedure for all business units
- Provide analysis on costs, new and existing, and review cost reduction activities
- Communicate any supply problems which may impact business operations
- Negotiate contracts, improve prices and terms of business with suppliers, and review opportunities to make business savings utilizing negotiation and procurement best practice tools and methods
- Conduct research for new components and suppliers; Price shop on a regular basis to ensure best price
- Act as an interface between suppliers and other relevant departments on purchasing processes, new projects, and activities
- Build, maintain, and manage solid supplier relationships
- Ensure a professional and consistent approach is taken in relation to all supplier relationships
- Compile data relating to supplier performance and quality to enable evaluation
- Assess and evaluate suppliers and contribute to performance reviews to ensure contract compliance
- Participate in the continuous improvement of the inventory management system
- Visit regional locations twice per year, or as needed, to conduct inventory audit
- Enter parts and supplies into company systems, directly or in conjunction with company/department admin
- Review all vendor invoices for correctness, and code invoices for Accounts Payable
- Prepare reports and updates, as required
- Support the operations function and other relevant departments and business units

Qualifications:

Previous experience as a buyer or purchasing agent, preferably within manufacturing or heavy equipment, to include procurement, parts ordering, and parts inventory management. Proven knowledge of purchasing, negotiation, and cost breakdown. Experience in working closely with suppliers.

Computer skills required: Microsoft Office and Windows-based programs. Position must become familiar with the TMW/TMT fleet management system.

Position reports to Vice President

* The above list is not an all-inclusive list of duties and/or requirements. You will be expected to perform various tasks as required by the company and/or federal and state regulation. As business objectives changes, so too may your duties.