

## **Purchasing Manager**

### **SUMMARY:**

Responsible for managing the organization's purchasing system including a comprehensive PO (Purchase Order) management and inventory system. Reviews material needs of the organization and maintains contact with vendor and sales representatives to obtain the most favorable price for products that meet the organization's specifications.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Designs, implements, and maintains the purchasing order (PO) system for the entire organization, including all branch offices and satellite offices.
- Prepares and issues purchase orders and change notices for all purchases including: general office supplies, equipment, subscriptions, furniture, and repairs to same.
- Analyzes market and delivery conditions to determine present and future material availability and prepares reports for management relating to lead times for planning purposes.
- Reviews purchase order claims and contracts for conformance to company policy and seeks correction from suppliers.
- Develops an inventory control system that provides information on volume of use, current inventory levels, Just In Time (JIT) purchasing schedules, and distribution requirements and controls of all aspects relating to purchasing, storing, distributing, reselling and or salvage.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)