

## **Purchasing Manager - Job Standards**

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

### KNOWLEDGE OF WORK:

- Operates a Purchase Order System for the organization and ensures that all purchases are made in accordance with prescribed purchasing standards
- Maintains awareness of changes in purchasing processes, current and new suppliers, and pricing practices of vendors, retailers, and manufacturers agents
- Operates an effective, contemporary inventory control system
- Negotiates best net prices, (discounts, trade-in, volumes) delivery and payment schedules

### QUALITY OF WORK:

- Maintains accurate inventory management records and (JIT) Just-in-Time delivery schedules
- Prepares comprehensive RFP's (Request For Proposals) and obtains an adequate number of competitive quotations for purchases in excess of \$\_\_\_\_\_
- Maintains sound relations with vendors, carefully avoids conflicts of interest
- Identifies appropriate vendors for purchasing needs of organization

### QUANTITY OF WORK:

- Computes the best price points/purchase volumes to ensure best buys for organization
- Constantly surveys market to measure pricing policies and quality of merchandise
- Meets with vendors to receive quotations, negotiate prices, and delivery schedule
- Takes physical inventory counts periodically to test MIS records and project volumes of use

### COOPERATION/RELATIONSHIPS:

- Works cooperatively with suppliers, vendors, department managers, architects, designers, contractors, and other professional or advisory personnel involved in the purchasing process
- Maintains positive relationships with suppliers, vendors and trades groups
- Presents a positive image to vendors, brokers, and other service suppliers
- Acts as a skillful negotiator to build win/win situations