



Job Description – Purchasing Manager

Job Title:	Purchasing Manager	Level:	
Department/Group:	Purchasing	Job Category/EEO-6:	
Location:	Franksville	Position Type:	Manager
Salary Range:	\$68,000 - \$85,000	FLSA Status:	Non – Exempt

Job Description

SUMMARY: The Purchasing Manager is responsible for sourcing equipment, goods and services and managing vendors. This position will manage reliable and cost effective supply chain strategies to deliver the materials, equipment, supplies and service to the manufacturing and business operations of W.M. Sprinkman. This position works closely with Manufacturing, Logistics, Quality, Engineering and Finance and reports to the CFO.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Oversee and supervise the purchasing department.
- Leads vendor/supplier selection and maintains key working relationships for raw materials, supplies and capital equipment.
- Develop and execute purchasing strategies.
- Negotiate with strategic suppliers/vendors for optimal terms.
- Work with vendors to maintain and/or improve services.
- Seek and partner with reliable vendors/suppliers.
- Assess, manage and mitigate risks; perform cost and scenario analysis; identify cost saving opportunities.
- Review standard pricing updates.

SUPERVISORY RESPONSIBILITIES:

- Will supervise direct reports in purchasing department.

REQUIRED QUALIFICATIONS:

- Bachelor’s degree in supply chain management, accounting, logistics or business administration.
- Strong leadership, analytical, interpersonal and organizational skills.
- 3-6 years demonstrated experience working in Procurement/Supply Chain in a manufacturing environment. Food and beverage manufacturing experience is a plus.
- Experience working with MRP/ERP systems, Microsoft Office Suite.
- Excellent verbal and written communication skills.

LANGUAGE SKILLS: Good grammar and diction. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.



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MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, percents and decimals.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Additional reasoning ability: None

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Additional Physical Demands: None

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a professional office environment where a conservative business dress code is in effect. The noise level in the work environment is usually moderate.

Reviewed By:		Date:	Click here to enter a date.
Approved By:	J. Lema	Date:	July 21, 2016
Last Updated By:		Date:	