**Position Description**

**Position:** Purchasing Manager

**Reports to:

Date:**

**Purpose of this Position**

The role of this position provide strategic leadership and day to day management operations for all purchasing, procurement, and logistics functions in a manner that assures both the efficient and effective operations of the business. Responsibilities include sourcing equipment, goods and services, and managing vendors.

**Scope of the Position**

This position is housed at the headquarters office of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and reports to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The position requires close cooperation with the company’s executive staff as well as close cooperation and interaction with all branch location managers. It also requires close cooperation and interaction with employees in all store locations. Estimated travel for this position is \_\_\_\_\_%.

This position is responsible for **(describe locations/facilities)**. Direct reports include **(describe positions and number of direct reports.)** The position is responsible for an annual budget of approximately $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Nature of the Position**

Responsibilities expected of this position include, but are not limited to, the following:

* Performs strategic procurement activities across multiple categories of spending, search for better deals, and find more profitable suppliers.
* Develops and implements purchasing and contract management instructions, policies, and procedures.
* Negotiates with vendors to develop purchasing programs that give the best possible combination of price, quality, and service in the products we stock and the products we special order.
* Maintains and executes the purchasing programs for stock items on a daily and weekly basis; ensure that adequate stock levels are present at all branches for all products while maintaining proper inventory turns for each product category as determined by management.
* Maintains strict confidentiality with all purchasing information and programs.
* Prepares and processes requisitions and purchase orders for supplies and equipment.
* Controls purchasing department budgets.
* Directs and coordinates activities of personnel engaged in buying, selling, and distributing materials, equipment, machinery, and supplies; interviews and hires staff ; oversees staff training.
* Analyzes market and delivery systems in order to assess present and future material availability.
* Resolves vendor or contractor grievances and claims against suppliers.
* Arranges for disposal of surplus materials.
* Stays alert to things that need to be done and, without being asked, take initiative to see that they get done.

**Position Qualifications**

Qualifications of the ideal candidate include:

* At least 5 years’ experience in lumber and building materials or a related industry with purchasing and inventory management experience.
* Computer literacy and knowledge of current office technology.
* Knowledge of Microsoft Office programs including Word and Excel.
* Exceptional organizational skills.
* Strong communication skills.
* Strong interpersonal skills.
* Strong analytical skills.
* Ability to work with confidential information.
* Ability to work independently with limited supervision.
* Ability to effectively build and maintain relationships with employees and vendors.
* Strong commitment to creating a work environment where employees want to do their best
* Ability to think strategically.
* Proven track record of meeting business objectives
* Bachelor's degree or equivalent years of industry experience; Master’s degree preferred.

**Salary Range**

Minimum \_\_\_\_\_\_\_\_\_\_ Midpoint\_\_\_\_\_\_\_\_\_\_ Maximum\_\_\_\_\_\_\_\_\_\_