

Purchasing Manager (Job #2695)

Position Overview:

The Purchasing Manager, working independently or with cross-functional teams, is responsible for the strategic sourcing of goods and services specific to the internal requirements of the business. The position will develop, monitor and enforce procurement policy and procedure, evaluate/manage vendors, understand key cost drivers, and establish agreements to support the overall requirements of the business. This position will provide performance metrics relative to costs, industry trends, vendor performance metrics and business cost-savings initiatives.

Specific Responsibilities:

- Manage the sourcing, contracting and purchasing of goods and services in support of business requirements.
- Lead, either individually or in a team, vendor negotiations and overall vendor management sufficient to achieving contracting and/or relationship requirements needed to insure business goals are met.
- Assist in the development and manage business cost oversight initiatives to meet financial goals while at the same time maintaining files and systems to insure Legal and/or regulatory compliance.
- Liaison with vendor community, prepare and administer as necessary RFQ's/bids and Contract awards. Establish and measure vendor performance for continuous improvement.
- Optimize internal/external resources and utilize relationships to expedite processes, reduce prices/costs, outsource non-value added activities and provide solutions to move toward world-class Procurement operation.
- Provide detailed evaluations of cost driver for key components and proactively identify opportunities for process and/or cost improvements.
- Establish and enforce procedures to ensure proper recording and tracking of all items purchased by the company

Job Specifications:

- Minimum education required: B.S. /B.A.
- Minimum of 8-10 years relevant experience
- Strong negotiation skills
- Ability to plan, implement and maintain a comprehensive vendor management program.
- Ability to partner with business management to understand requirements and make sourcing decisions that meet the needs of the business
- Ability to think strategically and develop innovative solutions to business requirements
- Ability to work independently to autonomously manage the vendor network, a self-starter

Location: South of Boston

Salary: \$80,000