

Purchasing Director (Job #2806)

Responsibilities include:

- Negotiating purchase of commodities
- Coordinating required volumes and delivery period for major raw materials with production and commercial sales
- Issuing all purchase orders and follow up on all orders to insure timely shipment
- Coordinating paperwork for import
- Issuing monthly reports to senior management showing purchase quantities, prices, on hand inventories, etc.
- Providing market information regarding trends in pricing, supply availability, etc.
- Searching for new sources of major raw materials to continuously expand supply base
- Insuring that all raw materials meet quality specifications. Visiting major raw materials suppliers with quality personnel to audit their plant facilities
- Oversight and Administration of Overall Plant Purchasing Policy

Qualifications include:

- Bachelor's degree with concentration in Supply Management or Logistics
- 7 to 10 years of negotiating experience
- Strong contract writing
- Production planning experience, SAP and MRP experience preferred
- Chemical background preferred
- Import and Export supply chain experience preferred
- Strong organization skills, detail oriented and accuracy
- Strong vendor interface

Location: Metro Boston

Salary: \$110,000 - \$140,000