

## ***Purchasing Manager***

As a hands-on purchasing manager will oversee the purchasing function for a small but rapidly expanding biomedical company. Manage 1 buyer. Report to the Senior Director of Supply Management.

- Develop and supervise the implementation of sound purchasing practices.
- Establish goals and primary directives for the purchasing function.
- Oversee the company's electronic purchase requisition system.
- Negotiate and assist in negotiations of supplier agreements.
- Drive cost reduction.
- Receive, review, approve and process Purchase Requests.
- Confirm price and availability.
- Identify alternative products or suppliers.
- Assist in vendor qualification process.

### Minimum skills needed to qualify

- BS degree mandatory ; certification a plus
- Minimum of 5+ years experience in a senior purchasing position, ideally some management experience
- A quantifiable track record of continuous improvements in purchasing that proves your ability to manage an expanding purchasing department both tactically and strategically
- Enough general accounting understanding to run a department
- Systems savvy; Proficient in Word and Excel; ERP knowledge and experience; Electronic ordering using online stores
- cGMP or biotech purchasing preferred but not required

location: Framingham / Hudson area

compensation: 70 – 80,000 base salary with bonus potential

Interested Candidates, please contact:

Leslie Gabriele

**Gabriele & Company**

**Recruiters for Manufacturing and Materials**

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