



Job Description

Job Title: Purchasing & Vendor Supervisor

Department: Accounting

Reports to: Controller

FLSA Status: Non-Exempt

Job Description

The Purchasing & Vendor Supervisor is responsible for managing Vendor relationships and to ensure the timely, cost effective replenishment of product in accordance with the customer demand/requirements and targeted inventory levels. This role will Supervise and train the Purchasing Coordinator. As the Supervisor She/He will check that the department processes are being done correctly, review GL codes for accuracy, check Time sheets and will continually mentor and train the Purchasing Coordinator.

Job Duties

Purchasing Management:

- Works closely with Inventory Team updating Pricing, Vendor and Vendor Product IDs in MB.
- Source Fixed Assets and Non-Stock parts and/or materials.
- Complete Purchase Order and Approve Invoice once materials are received
- Manage Requests for Quotation.
- Issue purchase orders and get confirmations from vendors.
- Expedite the supply of critical items.
- Maintain purchase files on all orders.
- Find best product for the best price, from reliable vendors.
- Obtain material certification when required.
- Provide weekly Purchasing metrics to Controller.
- Assist with year-end inventory counts.
- Supervise Purchasing Team (stock & non stock) check Time sheets, GL Codes, train staff and check the department processes

Vendor Management:

- Develop and maintain strong relationships with new and existing vendors.
- Negotiate with vendors to obtain better pricing and terms.
- Resolving supplier quality issues
- Minimize risk by ensuring alternative sources of supply for critical items.

Management of personnel resources

Lead by example with safety and quality mindedness. Provide technical assistance, training, motivation and coaching to subordinates. Use Delegation Contract Process for all communication and management processes.

Manage and train men to follow all company processes as they are written, not how they remember them.

Responsible for all the Department failures. Select the team members well, and train them daily using written processes: 4T, 1-3-2, and Good Employee, all technical department processes and procedures.

Stay engaged with your team so they are on the floor monitoring and reviewing processes while performed, and sign-off on processes or measurements once completed.

Communicate with Management whenever personnel and team issues arise (Good employee process & 4T: reduce frustration, build reliable team: attendance, not following process trained).

Responsible to use "GOOD EMPLOYEE" HR Process to continuously evaluate your team and employees to build and train a process driven team.

Training: Implement Workforce Development Program 1-3-2 in the Department for themselves and subordinates and train employees to have a depth of knowledge so that they can explain "the why" something is done a certain way.

Skills/Qualifications

- Excellent interpersonal, analytical and communication skills
- Responsive to change; ability to take on new roles and responsibilities
- Strong prioritization skills and ability to quickly re-prioritize in a dynamic environment
- Strong attention to detail, highly organized
- Self-Motivated
- Strong Work Ethic and Professional Demeanor
- Must be a team player, but able to work independently to meet deadlines, goals and objectives
- Knowledge of industry tools, supplies and inventory. For example: Bearings, Couplings Oils, degreasers, gloves, bolts/nuts, etc

Physical Requirements

- Normal physical activity includes frequent sitting, occasional standing and walking in a usual workday
- Requires occasional lifting and carrying objects such as office supplies, paper, etc.
- Requires occasional pulling or pushing of filing cabinet drawers with occasional bending, stooping, squatting, kneeling, and reaching above shoulder level.
- Requires employee to use hands, arms, feet, legs, neck and head while performing various tasks.
- Requires hearing, seeing and touching to perform various job duties.
- Requires extensive speaking with staff and clients.

Education & Work Experience

- Bachelor's Degree in Accounting, Business Management or a Technical Science degree required
- CPM Certification
- 5 years of Purchasing experience in an industrial supply chain environment.