



JOB DESCRIPTION

TITLE: PURCHASING MANAGER

Department: Purchasing
Reports To: General Manager
Approved By: General Manager
Exempt Position

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The employee shall be responsible for all, but not limited to, of the following: buyer, quote coordinator, and Jr. buyers performance, departmental performance in achieving high standards for quality and productivity within the Purchasing of electro/mechanical products, using the Alliance MRP system, interfacing with all vendors to achieve lowest price possible and the best delivery dates, Enforcement of policies, procedures, methods, and schedules as directed by personnel, operations, production, or engineering management; ensuring availability of all material, and documentation to accomplish departmental scheduling commitments; overall daily management of the Purchasing department work force. Maintaining parts database for quoting purposes, and researching all options to continue to improve in the purchasing department.

EDUCATION AND/OR EXPERIENCE:

To perform this job successfully, an individual must have a minimum of five years experience in a manufacturing-purchasing environment.

MUST BE A U.S. PERSON.

ADA REQUIREMENTS:

The key physical requirements for this position include the ability to use standard office equipment including PC's, fax, and copy machine, movement within a standard office and distribution warehouse area, walking, sitting, standing, climbing, carrying, pushing/pulling and lifting 1-30 pounds occasionally. Telephone use is a must.

I _____ (employee) have read and agree to the duties, responsibilities and requirements of this job description and have the ability to perform them successfully.

Employee Signature:

Date:

____/____/____