



BUILDING VALUE SINCE 1906

Summary

The Purchasing Manager will be responsible for planning, organizing, and coordinating all Purchasing activities in support of the department and company's objectives. Manage Purchasing function and the development of employees. Manage supplier accounts and communicate pricing, quality and service concerns. Participate in accessories development/implementation projects, task forces, or team meetings as a representative of the Supply Chain department. Recommend objectives and initiate appropriate actions for his/her area of responsibility to meet the department goals. Organize and execute plans for obtaining the necessary materials to support production schedules and customer demand.

Job Responsibilities

- This position reports to the Director of Corporate Supply Chain and has responsibility for the purchase of detail parts, finished goods, and expensed items required to support manufacturing and sales.
- Serves as functional expert and maintain up-to-date knowledge and relevant skills.
- This individual must stay attuned to current business situations and economic conditions to make informed decisions and adequately address changing material requirements.
- Organize supplier meetings and visits when necessary, and will work closely with Design and Manufacturing Engineering, Quality Assurance, Marketing, Production Control, Sales, Customer Service, and Cost Accounting on a daily basis.
- Supervise daily operations such as buying, quoting, and planning of materials.
- Manages supplier accounts and communicate price, quality, and service issues.
- Oversee supply chain project management, and monitor on-time status, accuracy of work, and proper adherence to procedures.
- Participate in accessories development/implementation projects, task forces, or team meetings as a representative of the Supply Chain department.

- Responsible for the hiring and development of purchasing personnel; Includes administration of company policies and procedures within the department; monitoring effectiveness of systems and procedures in the department; and assuring that employees are properly trained in safe and efficient performance of their assigned duties.
- Ensure system parameters, including vendor profile, item setup, safety stock, order points, lead-time, Bills of Material, etc. are properly updated.
- Lead and manage sourcing projects. Participates in multifunctional team meetings, task forces, and projects as a representative of the Supply Chain department, and complete action items within prescribed time frames and funding parameters to ensure the success of the project and team goal.
- Visits suppliers in North America (Canada, U.S., and Mexico) to build relationships, become familiar with different manufacturing processes, review operations, expedite items, troubleshoot, and help evaluate overall capabilities.
- Locate and qualify new suppliers. Consolidate supplier base where needed. Works closely with the Director of Corporate Supply Chain regarding opportunities with key suppliers.
- Controls cost of purchased material through; use of cost targets, negotiations, make/buy proposals, design and process changes, and material substitutions.
- Work with suppliers to implement Total Quality Management processes to improve their manufacturing capability and product consistency, improving cost effectiveness, resulting in cost reduction or increase avoidance.
- Evaluates supplier performance, charts monthly performance results, and provides feedback for improvement.

Required Education and/or Experience

- Bachelor's degree and 5- years of sourcing and supply chain management experience in a manufacturing environment required.
- MBA or Master's in Supply Chain Management/Operations and APICS CPIM designation preferred.
- Excellent oral and written communication skills required to effectively interface at all levels in the organization.
- Tact and a high degree of judgment are required to discharge duties within and outside the company.
- Proven record of management ability, leadership skills, organization and planning skills, purchasing, project management skills, decision making, problem solving/analysis, and successful negotiating experience.
- Ability to read and interpret blueprints and bill of materials.
- Knowledgeable in Total Quality Management practices, manufacturing safety practices and relevant software/ERP applications.

Bobrick's Culture

We view our culture as a competitive advantage and a foundation for continued success. Our positive and supportive culture encourages our people to do their best every day. Bobrick respects work-life balance, has a strong commitment to employee development and attributes its success to four core values and their alignment with its employees, suppliers, sales representatives, distributors and other channel partners.