JOB DESCRIPTION

| **TITLE** | PURCHASING MANAGER | | |
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| **Reports To** | [Insert Title] | | |

**Job Purpose**

The Purchasing Manager organizes and supervises purchasing tasks, including day-to-day and capital project purchases, and manages contracts by administering, negotiating, reviewing, renewing, filing, and analyzing product availability, price, term, and quality. The role also includes coordinating bids and ensuring compliance with procurement policies and laws.

This role is vital in ensuring [Organization Name]’s cost-effective purchase of all materials and services while ensuring quality control and compliance with the company's policies and procedures.

**Duties and Responsibilities**

Overall Responsibilities:

* Develop, plan, and implement purchasing and sourcing strategies.
* Liaise with vendors, suppliers, manufacturers, and internal departments.
* Coordinate with other managers to oversee inventory and determine supply requirements.
* Conduct research and evaluation of vendors and suppliers to compare prices and services.
* Negotiate prices and contracts with suppliers and vendors.
* Examine and manage purchasing orders.
* Schedule deliveries and ensure on-time order fulfilment.
* Maintain records of merchandise ordered and received.
* Search for, identify, and assess prospective suppliers and vendors on the basis of quality, timeliness, and cost.
* Maintain a database of authorized vendors and suppliers.
* Track, measure, and assess company expenditures.
* Manage the recruitment, employment, and training of additional purchasing team members.
* Identify and monitor KPIs.
* Provide reports for senior management.
* Provide recommendations and business cases when necessary for increases to budgets and/or expenditures that are outside of budgetary constraints.
* Adhere to laws, regulations, and rules.
* Additional related duties as assigned.

**Qualifications, Skills, and Competencies**

* X years of experience in purchasing in a supervisory or management role.
* In-depth understanding of budgeting, purchasing, supply chains, and inventory tracking.
* Experience using procurement software and databases.
* Superior written and verbal communication skills.
* Excellent organizational skills are a must.
* Previous experience with the Microsoft Office suite required; specifically Excel spreadsheets.
* Previous experience balancing budgets and setting procurement targets and policies is an asset.
* Must possess superior attention to detail.
* Excellent record-keeping skills.

**Working Conditions**

* X work hours per week
* Working evenings and/or weekends may be required
* Overtime may be required