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.

The ideal Production Managers are proactive and have outstanding interpersonal skills, an in-depth understanding of business operations, and an amazing work ethic.

**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 price and contract with suppliers and vendors
* Examine and manage purchasing orders
* Schedules delivery and assures 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
* Adhere to laws, regulations, and rules.

**Qualifications**

* X years of experience in purchasing in a supervisory or management role.
* A degree in supply chain management, logistics, or business administration is an advantage.
* In-depth understanding of budgeting, purchasing, supply chains, and inventory tracking.
* Experience using procurement software and databases.
* Superior written and verbal communication skills
* Thorough understanding of all current regulations and laws regarding cannabis.
* Excellent organizational skills are a must.

**Working Conditions**

* X work hours per week
* Working evenings and/or weekends may be required
* Overtime may be required
* May require travel to vendor or supplier locations