



Example of Manager, Purchasing Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is searching for experienced candidates for the position of manager, purchasing. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for manager, purchasing

- Develop policies, processes and checklists to be included in Company's Quality Management System
- Maintain knowledge of and compliance with purchasing procedures
- Maintain records on supplier performance
- Provide product availability and cost information for customer bids
- Resolve receiving discrepancies, such as defective or unacceptable goods or services
- Negotiate pricing, delivery and terms and conditions
- Survey market and gain market expertise regarding new sources and / or new contractors
- Support Contractor Qualification Process through the Avetta system
- Resolve supplier issues when necessary including invoicing issues to assure contracted prices are maintained and invoices are paid per terms
- Actively pursue opportunities to increase purchase order automation within the region and meet Corporate Purchasing automation goals

Qualifications for manager, purchasing

- Competent on use of purchasing system Market boomer, ADACO
- A minimum of 6 years of related progressive experience in hotel or related field
- Previous supervisory responsibilities required

- Has worked in a similar role with proven track records in supplier management, driving optimal cost effectiveness, planning and delivery while adhering to standards
- Must possess a strong understanding of industry standards and best practices for GMP Plant