



Example of Manager, Purchasing Job Description

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Our company is looking for a manager, purchasing. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for manager, purchasing

- Manages the Supplier Performance Management and HOS processes
- Review and enter site condition reports prior to budget creation
- Track and follow up as necessary to collect local/regional rebates
- Complete and submit quarterly corporate reports in order to obtain the Net Plus rebates
- Maintain current files on all contract information, including the creation of community books
- Analyze plans for cost reduction recommendations and research cost of proposed design ideas
- Review and ensure accuracy and completeness of purchase requests per the SALTT Purchasing Manual, DoD and FAR as applicable and processed in the SALTT PR Database
- Maintain strong knowledge of contract services, pricing, and policies
- Manage the training of buyers to educate and motivate them
- Manage key purchasing initiatives within the division

Qualifications for manager, purchasing

- Demonstrated excellent oral communication skills including excellent writing skills
- Ability to attend training courses, learn and apply new technologies
- Minimum 8 years' F&B purchasing/ procurement experience
- Negotiations, risk assessment and contract management experience

- Lead the Purchasing group at Steelcraft, consisting of 3 salaried employees, to achieve the goals in Safety, Quality, Delivery, Cost and People Development