



## Example of Manager, Purchasing Job Description

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Our company is hiring for a manager, purchasing. To join our growing team, please review the list of responsibilities and qualifications.

### Responsibilities for manager, purchasing

- Coordinate with project conversion team during process of new affiliate purchase
- Responsible that plans, specifications, scope of works and current house budgets (to include standard and non-standard options) are included in the Builder "Start" packages
- Responsible for value engineering of product
- Develop strong relationships with key stakeholders within Supply chain and Manufacturing and report procurement progress via regular meetings
- Perform analysis related to procurement, suppliers performance, forecasting of future demand and future cost reduction
- Negotiate with suppliers for cancellation charges within authorized limits
- Escalate issues to Supplier business manager in a timely fashion
- Visit vendor's facilities to evaluate performance, uncovering any hidden costs, align practices, and develop a solid customer rapport
- Negotiate international shipments
- Establish metrics to measure and improve department performance, include supplier performance, shortages, price changes, supplier quality

### Qualifications for manager, purchasing

- PC and software literate, JD Edwards experience a plus
- Proficient in mathematical calculations and advanced math skills
- Must possess executive level communication skills with proficient PC skills to include Microsoft Office

- Must be able to multi-task with the ability to change direction quickly and often
- Ensure that the interests of SCA are managed in a professional and ethical manner throughout all interactions with suppliers, ensuring full compliance with SCA Supplier Standard