



## Example of Manager, Purchasing Job Description

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Our 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

- Performs regular review of supply chain performance and communicates issues regarding on time delivery and quality to appropriate supplier
- Determines and assigns goals for cost reduction, lead time reduction and inventory reduction and regularly monitors actual performance to target
- Works closely with all departments to meet delivery schedules, including production, new product development and quality
- Evaluates and suggests Make/Buy decisions
- Transition from MRP push environment to pull execution system
- Supports and participates in plant level kaizen events
- Negotiate MRO contracts and other major capital purchases
- May participate in Altra wide projects on an as needed basis
- Develops and implements supply strategies to achieve world class material availability, purchase order alignment, and lead time reductions to deliver to master production schedule and plant support requirements
- Develops and implements procurement strategies for infrastructure product and service requirements to support all business objectives, monitors support, and interfaces with cross-divisional infrastructure management personnel to create cohesive and integrated procurement plans

### Qualifications for manager, purchasing

- Frequent bending, climbing stairs, reaching, and standing

- 3+ years of Management experience in a Food / Beverage purchasing/storeroom environment is required
- Ability to create, read, and analyze financial reports
- Previous experience in Birch Street preferred