



Example of Purchasing Director Job Description

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Our company is searching for experienced candidates for the position of purchasing director. 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 purchasing director

- Review plans, takeoffs and budgets for new communities and resolve possible issues before the community or plan starts
- Implement new or improved supply chain processes and then manage the supply chain (from purchasing/ordering process to distribution) systems for the resort
- Provide services and other amenities to employees as we continue to grow
- Security, including the administration of the PELCO Surveillance System, with the management of the DVR with historical video/images, manage Mahoney Notify Plus services related to general office security, manages on-sight alarm pads with On-call 24-7 duties related to the facility, , door ajar, generators running, fire alarm
- Manage (4) CAT Generators, (3) Media Drive & (1) Apollo Drive
- Manage maintenance with Milton Caterpillar, service provider
- Manage diesel fuel, and NY State onsite fuel storage certificate
- Manage ISO gear, syncing multiple generators for backup power, manage ATS (ASCO Automatic Transfer Switch)
- Assist in the daily office operations performing general office tasks such as answering phones, ordering supplies, faxing, photocopying, collating. Review for completeness, and record requisitions and other documents pertaining to orders
- Assist director with mid-year and year-end closing transactions

- Process purchase orders, blanket orders, pay on invoices, procurement card transactions, and other related items
- In the absence of the director, direct the services of the Purchasing Department
- Develops the carbon black feedstock cost assumptions for each manufacturing site for the annual budget
- Provides leadership and guidance and manages a global organization
- Collaborates with Legal on contract management and execution
- Bachelors/University degree in Chemical or Mechanical Engineering or related STEM discipline