



Example of Purchasing Director Job Description

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Our innovative and growing company is hiring for a purchasing director. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for purchasing director

- Organize, facilitate and manage cross-functional teams to develop commodity plans for material purchases
- Direct and manage the analysis of purchases of goods considering specifications, final delivered life-cycle cost, delivery requirements and supplier reliability
- Responsible for the selection, negotiation, and execution of sourcing for assigned commodities, including implementation of supplier partnering agreements
- Work with company locations to ensure sourcing strategies and decisions achieve overall commodity objectives and to ensure their business requirements are taken into consideration
- Develop and implement plans for process changes in the support of continuous improvement initiatives for operations
- Ongoing support and backup for planning, ordering and delivery of assigned commodities to ensure on-time delivery across all levels of the organization
- Managing relationships, reporting & decision making between Purchasing and Business Units to ensure compliance to new rates, supplier relationships, sourcing strategies, policies, and procedures
- Solid foundation of Engineering Materials (Track, Bridge & Signal) relating to the railroad industry to facilitate Requests for Proposals, evaluate bids and negotiate contracts
- Develops policies, procedures and objectives for all purchasing management

- Oversees the purchasing of supplies and services necessary for operation of the organization including machinery, equipment, tools, and raw materials

Qualifications for purchasing director

- Knowledgeable in Engineering Materials (Track, Bridge & Signal) and supplier base
- Previous responsibility for assessing supplier capabilities, negotiating and executing supply contracts and service agreements
- Advanced MS Excel, Access, and PowerPoint skills and Great Plains or equivalent ERM system
- Ability to organize and prioritize work to meet deadlines independently
- Experience leading projects and cross-functional work teams to achieve desired results
- The applicant selected for this position will be required to successfully complete a background check and physical including a drug test