

Purchasing Manager

Position Summary

The Purchasing Manager will establish supply strategies and develop policies to meet company objectives. Responsible and accountable to develop and institute departmental metrics, and to plan, manage and direct purchasing activities to meet desired customer service levels. The Purchasing Manager will lead strategic initiatives to reduce inventory levels and improve vendor service levels while strengthening the supply base to support long term growth.

Key Responsibilities

- Develop purchasing policies to support company performance targets and long term goals. Direct the purchasing department in the implementation of these policies to ensure that the highest quality components are obtained at the lowest total cost.
- Drive continuous improvement projects and initiatives to improve performance in overall supply costs, service level and quality.
- Develop and implement an inventory policy that insures the ability to meet customer service levels while minimizing inventory carrying costs to the company.
- Develop sourcing strategies for new and existing products. Prepare requests for quotation, evaluate suppliers and negotiate supply agreements as appropriate.
- Oversee a robust supplier management program to monitor supplier performance in the areas of quality, service and cost. Proactively manage the supply base to reduce risks and ensure continued supply of critical components to meet requirements.
- Ensure that suppliers meet all required FDA and ISO standards.
- Actively participate in the development of new products to ensure appropriate and timely material release and supplier establishment to support timely launches.
- Develop metrics to measure performance in key procurement areas and provide reports to management.
- Provide effective leadership of the purchasing team to optimize value by: communicating a clear vision creating objectives that are aligned with company strategic initiatives and business standards developing skills and performance required to meet department and company objectives
- Establish and monitor departmental budget.
- Direct Purchasing function to ensure appropriate supply, inventory and budgeting of production materials and company-wide purchases

Qualifications

- 5-7 years Procurement/Purchasing experience, with at least 3 years in a strategic leadership role in manufacturing, biotechnology preferred.
- Very strong negotiation skills.
- Experience in establishing and maintaining supplier quality programs.
- Experience managing incoming freight, including negotiation skills with freight carriers, brokers and freight forwarders.

- Experience in LEAN and other Continuous Improvement initiatives.
- Proven experience working with cross-functional teams which have included: packaging, production, sales, R&D and finance.
- Anticipate traveling 10-15%
- Proven background in driving cultural change and improving processes.
- Excellent communications skills (public speaking, individual negotiations, correspondence)
- Advanced proficiency in MS Office (Excel, PowerPoint and Word). Experience with ERP/MRP systems required.
- Strong problem solving and collaboration skills.