

JOB DESCRIPTION FORM

JOB NUMBER: **MAT-04**

Job Title	Purchasing Manager	Reports To	Supply Chain Director
Department	Supply Chain	FLSA Status	EXEMPT
Location	North Attleboro, MA	Date Developed	August 1, 2023

DUTIES AND RESPONSIBILITIES

(Bulleted list of statements describing essential tasks, duties and scope of responsibility)

Working directly for the Director, Supply Chain Management you will be responsible for planning, purchasing, tracking, and maintaining inventory levels in the areas of distribution, engineering services, and in-house production for an Industrial Automation organization.

- Manage the purchasing department in the overall supply chain process of purchasing, inventory control, and distribution. Hire, train, coach and evaluate direct reports.
- Develop long-range goals and objectives for the purchasing and inventory management in alignment with corporate initiatives. Track performance using selected KPI's.
- Responsible for proactive purchase order management to ensure that the delivery of products supports customer orders and desired inventory levels.
- Ensure compliance with established procedures and maintain effective internal control over the physical receipt and accounting of inventory. Along with the Warehouse manager, perform root cause analysis on inventory discrepancies to fix problems systemically.
- Help develop strategies and tactics for improving operation efficiencies, improving service levels and set and maintain inventory levels as well as operation cost.
- Represent company(s) in negotiating contracts and formulating policies with suppliers.
- Work closely with other department team members and Managers during new product development/redesign phase to ensure purchased product costs, quality standards and product availability fall within the established criteria of the Company/Project.
- Ensures all purchased costs and lead times are up to date and delivery commitments are met.
- Maintain an external awareness of industry and related purchasing trends, global material shortages and new technology as it relates to the products produced.

- Work directly with Sales Operations to review supplier contracts and relay necessary information to Purchasing, Quality and Production teams as needed.
- Monitor and adjust purchased inventory levels by regularly reviewing past, present and future product demands based on historical ERP data and forecasted sales.
- Work with Accounting and Management to reconcile all outstanding payment issues in a timely manner to prevent delays in product delivery or services.
- Provide guidance to the companies Continuous Improvement Program when dealing with Purchased or Procured products and services for the project(s).
- Performs all other duties and responsibilities as assigned by management.

SUPERVISORY RESPONSIBILITIES

(The scope of the individual's authority, including a list of jobs that report to the incumbent)

4+ direct reports with growth expected over the next 12-24 months.

FINANCIAL/GOVERNANCE ACCOUNTABILITY

(e.g. Management committee member; Budget holder; Head of cost center/department; Purchase order approval; Control signature; check signature; none)

TBD

QUALIFICATIONS

(Minimum required credentials)

EDUCATION Bachelor's degree in Materials Management or relevant discipline

EXPERIENCE 5+ years of purchasing experience in a Purchasing leadership role

- Industrial manufacturing or contract manufacturing experience required
- Motivated, self-starter, attention to detail
- Excel, Word and Outlook experience required
- Excellent written and verbal communication skills required
- Distribution experience preferred
- Low volume, high mix experience required
- Electronics components or mechanical components background preferred
- Multi-site experience required

PHYSICAL DEMANDS

(The physical demand characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Sitting for long periods of time in an office environment. Long hours of computer work. Some car and air travel required.

WORKING CONDITIONS

(The laboratory, manufacturing or office environment in which the job is performed with special consideration to health/safety)

Working conditions are normal office environment. Infrequent travel by air is required.