

PURCHASING MANAGER

Classification: Exempt

Date: August 15, 2023

Company Overview:

Acordis is a dynamic and innovative leader in the IT industry, dedicated to delivering cutting-edge technology solutions to businesses. We are committed to excellence and are currently seeking a highly motivated and experienced Purchasing Manager to join our growing team.

JOB DESCRIPTION

Summary/Objective:

The Purchasing Manager will play a pivotal role in our organization's procurement operations. This individual will be responsible for strategically managing and optimizing our purchasing activities, ensuring timely and cost-effective procurement of goods and services essential to our operations, which also includes day-to-day processing of purchase orders, following up on orders, while confirming lead times and costs on these orders. The Purchasing Manager will collaborate closely with various departments, distribution channels, and suppliers to maintain the highest standards of quality, cost efficiency, and supply chain reliability. The successful candidate will enjoy working in a fast-paced environment and always demonstrate excellent communication and professionalism.

Essential Functions

- **Strategic Sourcing:** Develop and execute procurement strategies that align with the company's goals and objectives. Continuously evaluate and improve supplier relationships, negotiate favorable terms and conditions, and identify opportunities for cost savings.
- **Supplier Management:** Establish and maintain strong relationships with suppliers. Monitor supplier performance, assess quality, delivery, and reliability, and implement corrective actions when necessary.
- **Inventory Management:** Ensure optimal stock levels to meet operational needs while minimizing excess inventory. Implement inventory control measures and track key performance indicators related to inventory turnover and carrying costs.
- **Cost Control:** Monitor and control procurement budgets, identifying cost-saving opportunities and negotiating favorable pricing and terms with suppliers. Analyze cost structures and recommend cost-effective alternatives.
- **Compliance:** Ensure compliance with company procurement policies, industry regulations, and ethical standards. Maintain accurate procurement records and documentation.
- **Team Leadership:** Manage a team of procurement professionals, providing guidance, mentorship, and performance evaluations to ensure the team's success.
- **Market Research:** Stay abreast of industry trends, market conditions, and emerging technologies to make informed decisions and maintain a competitive edge in procurement.
- **Risk Management:** Identify and mitigate potential risks in the supply chain, such as supply disruptions, price fluctuations, and quality issues.
- **Reporting:** Generate regular reports on procurement activities, cost savings, and supplier performance for senior management.

Competencies

- Proven experience as a Purchasing Manager or in a similar procurement leadership role within the IT or technology industry (preferred)
- In-depth knowledge of procurement strategies, supplier management, and supply chain management.
- Strong negotiation, analytical, and problem-solving skills.
- Strong organizational ability
- Excellent communication and interpersonal skills.
- Proficiency in procurement software and tools.
- Strong commitment to ethics and integrity in procurement practices.
- Strong critical thinking skills
- Strong Ability to use Microsoft software such as Excel and Word
- Ability to lead and motivate a team.
- Ability to work under pressure and meet deadlines.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must occasionally lift or move office products and supplies, up to 20 pounds.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m.

Required Education and Experience

- Minimum of 5 years' hands-on purchasing experience in IT Technology products
- Experience with QuickBooks
- License/Certification: Certified Purchasing Manager (CPM) (Preferred)

Preferred Education and Experience

- Associate-degree from an accredited university or college in a relevant field such as business, Supply Chain Management, etc.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.