

Purchasing Manager



Seller Info

Name: Anita Dale
Company: Anita Dale
Name:
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Country: United States

Listing details

Location

Country: United States
State/Region/Province: California
City: San Francisco
Address: Fillmore St

Common

Job Title: Purchasing Manager
Job Type: Full Time
Salary: \$ 30,000
Per: Annum

Job Description:

Hours: 40 hours per week, usual hours: 9.00am- 5.30pm Monday to Friday with 30 minutes unpaid break, however there will be a requirement to work additional hours, including evenings and weekends as required by the business.

The Role:

Reporting to the Managing Director the Purchasing Manager will have overall responsibility of purchasing for the company, developing a purchasing strategy that delivers a robust and customer led process whilst improving cost savings.

Scope:

To identify areas for improvement in order to streamline workflow within the Purchasing department in

order to maintain The Company's Competitive advantage.

Key Tasks:

- Develop and execute a commercially successful purchasing strategy
- Use Management Information (MI) to analyse customer buying patterns and predict future trends in order to drive the purchasing strategy including the company's CRM system
- Proactive liaison with other departments as necessary to forecast, plan and meet purchase deadlines
- Review performance indicators, such as sales and discount levels
- Manage plans for stock levels
- Forecast levels of demand for products
- Develop and manage budgets
- Meet suppliers and negotiate terms of contract
- Investigating new markets and products
- Source data from new and existing suppliers where appropriate
- Performance Management: motivating, organising and encouraging teamwork within the workforce to ensure productivity targets are met or exceeded. Ability to effectively deal with employee relations at both informal and formal levels including absence management, discipline, grievance and training considerations

The Person:

The successful Purchasing Manager will demonstrate:

- Market knowledge (Automotive industry especially desirable but not essential)
- CIPs qualification or working towards
- Knowledge of the K8 system would be advantageous
- Purchasing experience at management level
- Ability to plan and manage time and workload effectively in order to meet deadlines
- Organised and logical approach to work
- High attention to detail
- Excellent interpersonal skills both written and orally
- Enthusiastic, reliable and flexible team player with high expectations of self and others
- Competent in the use and purpose of Technology with excellent IT skills
- Strong mathematics skills
- Able to work under pressure, on own initiative and constantly seek to improve
- Ability to communicate effectively with stakeholders of all levels

The successful Purchasing Manager must be CIPS qualified with previous procurement experience at manager level across a wide range of categories. Working as part of the management team it is essential that you possess strong influencing skills to influence and partner with senior stakeholders across the business.

Additional information

Experience: 1 - 3 Years
Education: University Degree

