

## **PURPOSE and SCOPE:**

Directs and controls the purchases of materials and manages the purchasing team. The Purchasing Manager is responsible for ensuring the right parts are delivered to the right place, at the right time in the right quantities to support on-time production and delivery to our customers who feed the world.

## **RESPONSIBILITIES:**

- Leads and directs the daily activities of the purchasing team, including inventory/replenishment planning and purchase order management
- Monitors and directs the team's scheduling and releases to suppliers to ensure supplier delivery performance while minimizing inventory investment
- Ensure problems related to delivery are promptly conveyed to the supplier and resolved in a timely manner, supporting the team on supplier expediting and escalation
- Coordinates with materials managers to monitor inventory and determine supply needs
- Works with Logistics to maximize freight costs and avoid premium freight
- Performance manages, develops, trains, and motivates purchasing staff
- Builds and maintains relationships with suppliers
- Monitors vendor performance, regularly reporting on key performance indicators such as on-time delivery, days of supply, aged inventory, POs, and supplier risk levels
- Contributes to the setting and management of the purchasing team's expenses to ensure the department remains within budget
- Continually collaborates with the team to drive efficiencies through the proactive improvement of purchasing systems and processes
- Monitors MRP parameters to ensure materials planning accuracy
- Assesses, manages, and mitigates risks
- Fosters close working relationships with Sourcing, Quality, Engineering, Production Control, Manufacturing and Finance to plan for engineering changes and manage obsolescence
- Actively participates in meetings and committees as the representative of the Purchasing team
- Contributes to management initiatives aimed at meeting corporate goals and objectives
- Other duties as assigned by the Director of Purchasing

## **QUALIFICATIONS:**

- University degree in business, engineering, or related discipline
- 10 years of experience in purchasing in a manufacturing environment
- 5 years of experience in a people management role
- Supply Chain Management Professional (SCMP) designation preferred
- Knowledge of lean manufacturing tools, pull systems (Kanban and Min-Max)
- Experience with ERP systems with advanced Excel knowledge
- Excellent communication, interpersonal and organizational skills
- Demonstrated supervisory, critical thinking and problem-solving ability
- Adaptable to a changing environment
- Results driven; data-based decision making with strong planning and organizational skills
- Ability to develop and motivate others

**Interested applicants must submit a resume and cover letter to Human Resources or email**

**[tbeescook@macdon.com](mailto:tbeescook@macdon.com)**

