



Functional Task Description

Task Title: **Purchasing Manager**

Reports To: **General Manager**

DESCRIPTION: *One or more of the following tasks may be assigned:*

Attains price and delivery schedule of all items needed to manufacture all contractual orders.

Maintains Supplier Management System.

Manages supplier relationships and maintains records of supplier history.

Responsible for purchasing all items needed to manufacture contractual orders.

Responsible for purchasing all items needed to maintain proper work environment, including, but not limited to Janitorial, Office, preventative and Safety goods.

Creates and tracks Purchase Orders used for all above items.

Creates and maintains purchasing records.

SKILLS REQUIRED:

Dedication and loyalty to company core values.

Manage other staff members.

Good communication skills

Ability to read Blue Prints

Basic computer and math skills

Knowledge of manufacturing.

Able to understand and use AS400/MAPICS software application

Able to use MS Word, MS Excel and MS Outlook software applications.

EXPERIENCE REQUIRED:

5 years' experience minimum in establishing procurement requirements for commodity materials (steel, aluminum, basic metals, paints, standard and aerospace hardware), industrial supplies and equipment; industrial services; understanding of purchasing strategies, leveraging buys, and negotiations.

TRAINING and/or EDUCATION REQUIRED:

High School diploma or equivalent.

2 Year Degree in Purchasing or Finance preferred but not required.

Approved by: Jeanette Potter

Date: 8/1/2018