# Procurement & Stores (Purchasing) Manager

**Location:** Wisconsin Rapids Mill  
**Department:** Finance  
**Status:** Full Time  
**Exemption:** Exempt  
**Relevant Work Experience:** 5-7 Years  
**Education Level:** Bachelors  
**Reports To:** Controller  
**Hiring Manager:** Kent Didreckson  
**Grade:** 17

## SUMMARY DESCRIPTION:

Direct and provide leadership to the organization for Supply Management by managing the purchase, receipt, and inventory control of raw materials, chemicals, supplies, spare parts, and equipment assuring maximum value for dollar of investment. Provides direction for purchasing procedures and establishes standards for ethical conduct.

## ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

- Provide leadership to the purchasing and storeroom team while supporting mill vision.
- Monitor operations and inventory levels to ensure production is not interrupted and inventory levels are not excessive.
- Play key role in driving towards world-class purchasing and storeroom processes.
- Manage and provide leadership to direct reports to enable their professional growth and development.
- Maintain harmonious relations with employees by consistent and correct application of contract provisions and company policies to avoid breach of contract, to ensure conformance to work rules and regulations, etc.; assist as needed in the handling of labor relations issues including grievances and disciplinary action.
- Negotiate long-term contracts to ensure optimum value and supply.
- Participate in the Corporate sessions for purchasing and contract negotiation as well as participate on other mill and corporate teams as requested.
- Develop and maintain good internal customer and supplier relationships.

## EXPERIENCE REQUIREMENTS:

- At least five years of professional purchasing, supply management or related experience.
- Must have solid demonstrated negotiating skills and experience in developing teams, especially where cultural change was required.
- Experience in an industrial setting (pulp & paper manufacturing preferred).
- Bachelor’s or Master’s degree in purchasing, supply management or related field.
  
  Or
  
  Any equivalent combination of education and experience.

## SKILLS/COMPETENCIES REQUIRED:

- Communicate well, both in oral and written form and have excellent interpersonal skills.
- Demonstrate leadership abilities, with the desire for increasing responsibility.
- Ability to interact with a wide variety of people: union maintenance and operations employees, regulators, engineers, consultants, managers.
- Have strong computer skills in Word, Excel, Power Point, and Outlook.