Position Summary:

Supervises Purchasing Department, which is responsible for negotiating favorable terms and conditions for the purchase of $15-$20 million/year in components, equipment, materials, tools, and supplies and is responsible for raw material inventories at the company and off-site locations along with new supplier development.

Essential Functions:

1. Negotiate contracts and agreements with International and Domestic suppliers. Requires knowledge and experience with international trading companies and foreign exchange rates.

1. Negotiate pricing, terms & conditions for the purchase of steel from International and Domestic suppliers.

1. Lead any and all supplier development efforts.

1. Work with Production, Maintenance and Quality Assurance to determine their purchasing needs. Requires experience with inventory systems, inventory control, cost savings programs and vendor audits.

1. Review requisitions, bids/quotes, products, methods of procurement, proposals and contracts. Analyze quality, value and market. Requires knowledge and experience with the steel industry, auto industry and component suppliers.

1. Supervise Purchasing staff responsible for contracting supply and purchase of all capital equipment, outside services and MRO goods including tool/supply parts inventory.
1. Evaluate defective purchased goods with Quality Assurance, Production, Maintenance or other users to determine corrective action needed. Approve invoices for payment and expedites, as needed, delivery of goods to users.

**Minimum Requirements:**

1. Bachelor’s degree in Business/Management or equivalent experience in purchasing management. Minimum of 5 years of Supply Chain experience. Strong negotiating skills required.

1. 2 – 5 years of supervisory experience.

1. Experience with MRO purchases and supply/tool crib inventory systems.

1. Experience and ability to negotiate $15-$20 million year in purchases of raw goods and related manufacturing needs. Knowledge of grade steel is beneficial.

1. Ability to work under pressure of scheduling deadlines.

1. Knowledge of MRP, SPC, TQM, TS/ISO systems. Must be computer literate, including Microsoft Office and various ERP software systems.

1. Team player, personable, strong communication skills required.