



JOB DESCRIPTION FORM

Department: Warehouse		
Job Title: Purchasing and Materials Manager	Reports to:	Director of Operations

Type of Position:	<input type="checkbox"/> Manager	Full-time	40 Hours / week
			<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt

NATURE AND SCOPE OF WORK

DUTIES AND RESPONSIBILITIES:

Responsibilities include procurement, negotiation, logistics management. Including inventory control, purchasing to meet planned job schedules and cost management. The position will have significant buying duties and will play a key role in ensuring that internal and customer expectations are met.

Job Responsibilities

Work proactively with residential and commercial project managers and operations management ensuring that required job site materials are available to schedule. Manage common use inventory by establishing replenishment systems. Plan project specific requirements collectively with project managers and plan and purchase to meet project schedules. Support and participate in supplier selection and management. Identify, manage, and mitigate risk in our goods and services supply network. Work closely with Operations and Project Managers departments to assure quality conformance at the source and timely attention to any non-conformances. Perform effectively in a structured engineering and change management environment.

Qualifications



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- 5+ years of experience as a buyer planner preferably in a construction environment – commercial and residential hardscape and landscape preferred.
- Strong verbal and written communication skills.
- Knowledge of inventory systems.
- Professional demeanor with business partners, and collegial relationships with coworkers across all departments.
- Proven capabilities in negotiating and executing procurement of hardscape and landscape materials, equipment and services is required.
- Proven experience with Microsoft desktop applications and ERP systems.
- Experience with Viewpoint Spectrum beneficial

Education Requirements

Bachelor's degree in business management preferred.

Job Type: Full-time

Salary: \$65,000.00 - \$100,000.00 per year

Benefits:

- Dental insurance
- Health insurance
- Paid time off

QUALIFICATIONS FOR THE POSITION

Experience:

- manufacturing/distribution office setting: 5 years (Preferred)
- purchasing: 5 years (Preferred)
- purchase orders: 5 years (Preferred)
- procurement: 5 years (Preferred)

DATE APPROVED 5-1-23