



JOB DESCRIPTION

Job Title: Director of Purchasing & Manufacturing Support

Facility: Brooklyn Park

Department: Manufacturing Support

Reports to: Vice President of Operations

SUMMARY

The control by a central department of all the purchasing, procurement, production scheduling and maintenance functions undertaken within an organization. Centralized purchasing has the advantages of reducing duplication of effort, pooling volume purchases for discounts, enabling more effective inventory control, consolidating transport loads to achieve lower costs, budget management, increasing skills development in purchasing personnel, and enhancing relationships with suppliers. This position will provide the policy and leadership to the company's purchasing operation to assure continued growth and profitability for all the manufacturing locations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following. Other duties may be assigned as needed.

- Director of Purchasing & Manufacturing Support is responsible for operation of a department focused on procurement of materials and supplies needed for the operation of the organization. Supervise purchasing, maintenance, and scheduling personnel, establish material planning and production scheduling parameters and monitor execution of day-to-day activities including such functions as staff recruitment, development and training.
- Provide short- and long-term strategic purchasing/scheduling plans consistent with and supportive of company goals to meet sourcing, delivery, pricing objectives, and customer requirements.
- Work with vendors and suppliers to obtain critical, complex, or difficult to acquire supplies and equipment that are of substantial importance to the organization.
- Manage business reviews with key suppliers and is the chairperson for the supplier performance review committee.
- Establish and manage vendor consignment programs.
- Adhere to established policies and procedures and buy at lowest cost consistent with required quality, quantity, and availability.
- Execute purchase orders and follow up as needed. Track and manage supplier deliveries. Investigate and resolve discrepancies on pricing, terms and conditions, and other aspects of vendor orders. Process receiving reports and invoices. Authorize invoice payment ensuring the invoicing of accounts is carried out on a timely basis reflecting accurately the agreed charges for products and services provided.
- Follow organization guidelines in the execution of Capital Authorization Forms.
- Responsible for ISO Process Management with regards to purchasing and outside services.
- Actively research and develop new sources of supply and/or recommend possible substitute materials and/or suppliers.
- Develop and maintain necessary files and records for maximum efficiency in performing job duties including records of purchases, delivery dates, vendors, costs, and resources.
- Maintain appropriate lines and levels of house inventory and supplies; conduct monthly inventory in an accurate and timely manner. Develop knowledge of inventory position, quantity stocked, usage, and reorder points.
- Negotiate and recommend appropriate settlement for defective shipments or other errors or delays. Interface with Quality personnel, management, customers, and vendors to identify defective or

unacceptable goods or services; determine source of responsibility and initiate required corrective action.

- Assist in identification and disposal of obsolete and unusable supplies and excess product.
- Develop and recommend to senior management purchasing policies, procedures or purchasing systems for the organization. Design, and implement systems to improve materials and paperwork flow.
- Work closely with other departments to secure a complete and accurate purchase order, including price for all procurement items. Obtain, analyze, and disseminate knowledge of market conditions regarding supplies to the concerned departments.
- Advise Estimators and Sales personnel of any supply price changes to ensure that proper charges are entered on job records. Maintain vendor price lists and discount terms and allowances.
- Complete customer Request for Quotations/Proposals (RFQs/RFPs), perform price and cost analysis, and issue and manage purchase orders accordingly.
- Act as Chain of Custody custodian for Forest Stewardship Council (FSC) and Sustainable Forestry Initiative (SFI), ensuring materials purchased meet the requirements to maintain certification.
- Author procedures required by ISO Standards for centralized requisition, purchase order processing and outside services.
- Act as chairperson for the ISO Supplier Performance Review Committee and maintain an updated, approved supplier list with all members of the Purchasing, Estimating, and Accounting Team.
- Keep supervisor informed of status and progress of work and any unusual problems encountered.
- Provide backup support to other members of the Purchasing & Manufacturing Support team.
- Normal working hours will be coordinated with production needs and supplier company hours.
- Researches failures in quality control and implements temporary and/or permanent counter-measures to eliminate them from happening again.
- Implements and maintains metrics on the Purchasing Continuous Improvement boards daily.
- Maintains and monitors all Managing Daily Improvement logs within Purchasing.
- Post and communicate monthly production results with Purchasing staff.
- Attend two or more classes outside of ENPOINTE that will develop management skills to a higher level. Focus on the “free” training that Manufacture Alliance provides to members.
- Understand your role in the companies Quality Management System regarding ISO.

QUALIFICATIONS

- Minimum high school diploma or equivalent with previous experience in purchasing, estimating, billing or accounting desirable.
- Managerial or supervisory experience, preferably in a purchasing position in a manufacturing environment.
- Knowledge of paper products.
- Thorough knowledge of print manufacturing processes and costing/returns principles.
- Comprehensive knowledge of purchasing procedures and practices.
- Possess personal characteristics of integrity, dependability, competence, and prudence.
- Have strong team leading and mentoring skills.
- Highly motivated, with strong organizational, negotiating, communication and interpersonal skills.
- Be able to demonstrate financial/commercial knowledge and awareness.
- Strong skills in work planning, and production scheduling, and knowledge of those procedures.
- Must have exceptional math and analytical skills to adequately analyze and interpret supplier quotes, contracts and other supplier-related issues or opportunities.
- Experienced with print-based MIS systems, ideally PrintStream.
- Be proficient in Microsoft Excel and Word, and other PC applications.

PHYSICAL REQUIREMENTS

- Constant working on computer and sitting.
- Occasional lifting 50+lbs, pulling, pushing, bending, reaching, kneeling, stooping and climbing ladders or stairs and operating mechanical equipment and motor vehicles.

Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)

Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of hour 8-hour day)

Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)