ENPOINTE℠

Job Title:	**Purchasing Lead**	**JOB DESCRIPTION**
Facility:	**Brooklyn Park**	
Department:	**Purchasing**	
Reports to:	**Vice President of Business Systems & Operations**	

SUMMARY

The Purchasing Lead oversees the centralized sourcing and procurement of materials, equipment, and services necessary to support production and daily operations. This role focuses on streamlining purchasing activities by reducing duplicate efforts, leveraging combined purchasing volume for better pricing, improving inventory control, consolidating freight to lower transportation costs, managing budgets, and strengthening the development of purchasing staff. A key priority is also building and maintaining strong, collaborative relationships with suppliers.

This position provides leadership and direction to the company's purchasing team to support continued growth and profitability across all manufacturing locations. The Purchasing Lead manages purchasing personnel, negotiates vendor pricing and contracts, and ensures the timely availability of critical materials such as paper, ink, press supplies, packaging, and outsourced services. Working closely with production, scheduling, and operations teams, this role helps maintain an efficient workflow while controlling costs and upholding quality standards.

KEY COMPETENCIES

- Strategic sourcing and procurement
- Vendor negotiation and relationship management
- Inventory and supply planning
- Cost analysis and budgeting
- Production support and cross-functional collaboration
- Problem solving and decision making

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

- Purchasing Lead is responsible for operation of the purchasing department focused on procurement of materials and supplies needed for the operation of the organization. Supervise purchasing personnel, establish material planning, and production scheduling parameters and monitor execution of day-to-day activities.
- Manage the procurement of production materials including paper, ink, pressroom supplies, bindery materials, packaging, and maintenance parts.
- Develop and maintain relationships with key suppliers to ensure competitive pricing, reliable delivery, and consistent product quality.
- Negotiate pricing agreements, contracts, and supply terms to optimize cost savings and supply stability.
- Monitor inventory levels and coordinate with production and scheduling teams to ensure materials are available to meet customer deadlines.
- Source and evaluate new suppliers and materials to improve cost, quality, and supply chain reliability.
- Manage purchasing for outsourced production services and specialty finishing when required.
- Track market trends and pricing fluctuations (particularly in paper and print-related materials) to proactively manage purchasing decisions.

- Collaborate with finance and operations leadership to manage purchasing budgets and identify cost-saving opportunities.
- Oversee purchase orders, vendor performance, and delivery schedules to ensure production continuity.
- Resolve supplier issues related to delivery delays, quality concerns, or pricing discrepancies.
- 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.
- 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.
- Research failures in quality control and implements temporary and/or permanent counter-measures to eliminate them from happening again.
- 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.
- 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.
- Experience working with ERP, inventory, or purchasing systems.
- Ability to manage multiple priorities in a fast-paced production environment.
- 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)