

Purchasing Manager

- Develops a purchasing strategy.
 - Reviews and processes purchase orders.
 - Manages other members of the purchasing team.
 - Maintains records of goods ordered and received and returned.
 - Negotiates prices and contracts with suppliers.
 - Builds and maintains relationships with vendors.
 - Selects prospective vendors and negotiates contracts.
 - Evaluates vendors based on quality, timeliness, and price.
 - Schedules deliveries and ensures timely fulfillment of orders.
 - Coordinates with fellow managers to monitor inventory and determine supply needs.
 - Ensures quality of procured items and addresses problems when they arise.
 - Keeps up with trends in procurement.
 - Stays current with purchasing technology trends and oversees purchase and implementation, as necessary.
 - Utilizing Returns process per vendor
 - Ensuring returns and credits are submitted and process accordingly
 - Ensure Accountant has invoices copies and payment receipts
 - If you are given a task by Kaylyn or Supreet it needs to be completed by a reasonable time frame or the one provided and needs to be enforced.
 - Any special projects assigned
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- The specific duties of a purchasing manager include formulating strategy, improving schedule for ordering, keeping product in stock and product turnover.
 - We trust you to help us remain compliant, efficient and profitable during business.