

**JOB TITLE:                    Materials and Purchasing Manager**

**Key Responsibilities:**

This position is a highly visible and demanding position responsible for all Purchasing and Material Management for the operation, and all factory material movement and transactions. The ideal candidate will be a leader by example, and have a broad working knowledge with demonstrated successes in Supply Chain Mgmt., Materials Mgmt., Lean Manufacturing, Warehousing and MRP systems. The candidate will lead and develop all purchasing and material personnel, and strategically integrate the entire supply chain to optimize safety, quality, delivery, cost and productivity. The Materials and Purchasing Manager must have excellent communication skills and interpersonal skills to interface with Suppliers and multi-functional Teams, and the professional character to properly represent the Corporation.

**Duties and Description of Work:**

- Work closely with business and functional leaders to develop means to optimize business, plant, and materials efficiency.
- Demonstrated Lean principles in receiving material and replenishing manufacturing cells and assembly lines (kan ban, visual factory, etc.)
- Able to lead by example, directly performing work (i.e.: placing P.O.'s in MRP system, implementing cycle count programs, develop and manage optimal inventory and cost levels, drive inventory accuracy levels to world class levels)
- Negotiate all major contracts for production material and Non-product supplies and capital equipment.
- Mentor and develop employees
- Develop and implement key strategic partnerships to leverage the supply base
- Build a "team" environment where technicians share ideas and take ownership
- Develop and maintain supplier metrics supporting business objectives
- Identify, assess and establish suppliers

**Education, Key Skills and Qualifications:**

- BS Degree in Supply Chain Management, Business, Engineering or related field
- Minimum of 5-7 years of progressive experience and demonstrated leadership
- Broad manufacturing knowledge
- Working knowledge of MRP/ERP
- Extensive experience in commodity management, negotiations, contract management, supplier evaluation and selection, strategic supply agreements, procurement strategies, supplier development, supplier performance and continuous improvement principles.
- Approximately 20% domestic and international travel periodically required

**Summary:**

The Materials and Purchasing Manager is a key leadership role in a growing business. The individual must be a "team player" while driving to meet deadlines and business objectives, and have the ability to work in a dynamic environment supporting current production and new product development. The manager must partner with the leadership team on short term deliverables as well as strategic objectives.

For more information or consideration, please contact Brian Webb at [bwebb@cpsprofessionals.com](mailto:bwebb@cpsprofessionals.com).