



<b>Job Title:</b>	<b>Purchasing Manager</b>	<b>Job Code:</b>	PRCHMGR
<b>Department:</b>	Manufacturing O/H - Purchasing	<b>Division:</b>	Ithaca, NY
<b>Reports to:</b>	VP of Finance & Administration	<b>FLSA Status:</b>	Exempt
<b>Hours:</b>	Full-time – 40 Hrs/week	<b>Rev Date:</b>	10-03-2017

## **Primary Function**

Responsible for assuring the continuous supply and timely procurement of production and MRO materials in order to maintain maximum manufacturing levels at optimum costs consistent with quality and delivery requirements. Plan, direct and coordinate the personnel and activities involved in purchasing materials, products and services.

### **I. Duties and Responsibilities**

- Plan, direct and coordinate activities of department personnel engaged in all aspects of purchasing, shipping/receiving and building maintenance.
- Manage shipping/receiving, maintenance and purchasing personnel as well as function in the role of buyer.
- Control purchasing department budget
- Oversee and manage the purchase of items to/from Transonic sister divisions
- Develop and implement purchasing and contract management instructions, policies and procedures.
- Generate/process requisitions and purchase orders for all production requirements as required by production plan, incorporating supplier lead time, cost, and current inventory levels.
- Negotiate prices and create competitive bidding situations to insure lowest total cost
- Seek and recommend cost savings opportunities based upon new sources, substitutions, improved systems or new materials.
- Evaluate, select and monitor suppliers and sub-contractor's schedules, quality and delivery performance.
- Identify risk and assist in supplier improvement.
- Represent Transonic in negotiating vendor contracts and formulating policies to maintain, evaluate/re-evaluate, and expand reliable sources of supply and secondary sources as back up to promote appropriate competition and insure continued production.
- Expedite solutions to problems that arise due to delivery, quality, quantity and cost of assigned commodities.
- Resolve vendor and/or contractor disputes and negotiate settlements with suppliers that have caused Company losses (poor quality, delivery delays, etc.) by negotiating solutions that work for both parties.
- Maintain close coordination with Production Planning so that adequate quantities of materials will be available while maintaining the lowest possible inventories.

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- Keep informed of new materials and purchasing trends by attending seminars, trade shows, etc., visiting suppliers, and participation in purchasing association.
- Locate, research and interview vendors of materials, equipment and/or supplies to determine product availability, cost and terms of sales for new parts
- Evaluate, select and manage commodity driven suppliers for IE polymers, sheet metal, cable manufacturing, printed circuit board assembly, machining (polymers/metal) and metal finishing
- Analyze market and delivery systems to assess present and future material availability, identify parts that are obsolete and find suitable replacements.
- Dispose of excess and obsolete material
- Responsible for inventory accuracy, cycle counts and shipping/receiving.
- Ongoing evaluation and revision of planning parameters to reflect current usage, re-order quantities and safety stock levels for inventory parts
- Review orders so as not to drive inventory up but to ensure a supply that closely matches consumption and ensures availability
- Resourcing activity when needed to maintain inventory and prevent stock-outs including dual sourcing for catalog items
- Supervise building maintenance including assignment of special tasks such as painting, carpet cleaning, furniture moving, repairs, and addressing plumbing and electrical issues
- Perform other work-related duties as requested, directed or assigned by management.

## **II. Working Relationships**

- Maintain highest caliber of professional relationships with suppliers enhancing ability to provide the maximum in supplier service for the least total cost.
- Ability to handle conflict management in working with internal customers.
- Develop and maintain credibility and the active cooperation with key internal customers.
- Work cooperatively with Manufacturing, Quality, Sales & Customer Service, Finance and other departments as necessary

## **III. Education and Experience**

- High School Diploma
- Four-year college degree in either Business, Accounting or Engineering
- Prefer APIC certification in Supply Chain management



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**IV. Knowledge, Skills and Abilities**

- Minimum 5-7 years related purchasing experience.
- Must react with a strong sense of urgency.
- Capability to influence and persuade internal and external customers through sound logic and articulate arguments to meet objectives.
- Ability to work independently.
- Ability to motivate, develop and direct others
- Good oral/written, analytical, organizational and negotiating skills.
- Proficiency in Microsoft Office applications

**V. Supervisory Responsibilities**

- 3-5 Direct Reports in shipping/receiving, stock room, purchasing and maintenance

**VI. Physical Demands**

- Must be able to lift up to 25 lbs. and to adhere to safety requirements
- Corrected normal vision is required

**VII. Work Environment**

- Office, manufacturing floor
- Occasional exposure to elements such as odor, noise, dust, heat, cold or chemicals
- Strict adherence to Safety, including use of Personal Protective Equipment (PPE) as required or recommended
- Minimal regional travel

Disclaimer: This Job Description is not intended to be all-inclusive, and may be subject to change to include new responsibilities and tasks or change existing ones as management deems necessary to meet the ongoing needs of the company.