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Position: Purchasing Manager

Location: Denville, NJ

Contact: 52711@resumereviewteam.com

Our client is currently recruiting a highly motivated individual to establish its Technical Purchasing department within the IT refurbishment space. This position will be responsible for a variety of duties, which include vendor sourcing by setting up vendor criteria, vendor contract creation / negotiations, implementing purchasing procedures, inventory management with respect to supply and demand, creating / managing vendor business reviews and creating monthly operations reports. This position will require travel to vendor sites as part of the selection process and periodic audits.

Responsibilities

- Responsible for sourcing, negotiating, qualifying and purchasing of used IT equipment for refurbishment and sales to retail channel partners
- Identify and implement improvements in purchasing policies, procedures, and systems
- Establish continuous improvement objectives with key vendors. Drive cost savings opportunities by vendor on a quarterly basis
- Track economic market conditions and indicators that affect prices up or down on material supply costs
- Support production schedules to achieve inventory objectives
- Monitor vendor performance to procurement terms and performance standards. Conduct annual vendor evaluation
- Create and document purchase specifications
- Develop contingency plans to insure continuous supply of products
- Work with internal business partners to develop vendor selection criteria, identify suppliers, develop bid specifications, solicit bids, obtain proposals, analyze results and recommend vendors to management
- Develop, maintain, and provide ongoing commodity, supplier, and performance reporting to senior management and internal customers to meet requirements
- Lead interactions in developing purchasing contracts and modifying terms and conditions in order to create the most advantageous agreements

Skills and Abilities

- Thorough knowledge of RFQ/RFP/RFI process
- Strong knowledge of Microsoft Office, including Word, Excel, Access and Power Point
- Strong negotiation, supplier relationship, organizational and project management skills
- Ability to interpret technical specifications and use sound judgment to make business decisions
- Excellent presentation skills and written and verbal communication skills
- Proven record of initiative and dedication to meeting the expectations and requirements of internal customers

Qualifications

- Bachelor's degree in Supply Chain Management or an Associates degree along with a minimum of 3 or more years of similar experience as a purchasing manager or materials manager

To apply, please send your resume in a MS Word or PDF format, along with salary requirements, to our recruiting team at 52711@resumereviewteam.com.

Please note: Applicants for employment in the U.S. must possess work authorization, which does not require sponsorship for a visa now or in the future.