



JOB DESCRIPTION

PURCHASING MANAGER

POSITION SUMMARY

We are seeking a highly skilled and experienced Purchasing Manager that fits our culture, to oversee our product procurement processes and purchasing team. The successful candidate will be responsible for all facets of purchasing, ensuring that all products are sourced within budget, meet quality standards, and are delivered in a timely manner to our distribution center in Blue Springs, MO. The position provides leadership to team members and is the key interface between product procurement and internal stakeholders.

KEY RESPONSIBILITIES

- Develops and implements purchasing strategies to meet company goals and objectives.
- Evaluates suppliers based on quality, price, delivery, and service.
- Monitors supplier performance and addresses any issues that arise.
- Implements procedures to ensure adequate stock levels and minimize excess inventory.
- Analyzes market trends and seasonality to enhance purchasing processes.
- Provides leadership and direction for the Purchasing team to include, but not limited to, coaching, mentoring, and training to ensure that performance objectives are met.
- Leads and manages in a manner consistent with delivering superior customer service.
- Works to foster a culture of continuous improvement by identifying and leading process improvements. Drives improvement initiatives with suppliers to enhance performance.
- Works with internal stakeholders such as sales and marketing to understand business strategies for products and product lines. Strategically aligns procurement to support strategies.
- Works closely with the Finance team to effectively manage inventory costs and develop cost projections related to inventory.
- Participates in vendor meetings, negotiations and business reviews. Provides input and support to the category brand managers to ensure the best cost.
- Responsible for maintaining our purchasing databases and item master files in the company's ERP system to ensure accurate data.
- Responsible for providing vendors with rolling 12-month forecasts where required.
- Responsible for generating and distributing backorder reports with up-to-date ETA information.
- Establishes measurement systems for order fulfillment and inventory turns.
- Maintains purchasing database to provide purchase price, freight information, terms information and other charges, such as label cost and FDA label fees by vendor.
- Maintains database for vendor contract pricing.
- Oversees product recalls – including communication to members, Durvet personnel and all reports required by suppliers.
- Works closely with brand managers on product/line launches, program mechanics and price updates.
- Works with Marketing on label UPC & NDC assignments and approvals.
- Maintains accurate vendor contact list to include contact names, phone numbers, email addresses and fax numbers in network address list and in company ERP system.
- Responsible for tracking vendor rebate programs and ensuring that purchase orders related to programs are placed prior to deadlines.
- Collaborates with company leadership regarding financial projections on inventory buy-ins.

- Communicates with vendors on past due orders to determine status and updates system ETAs.
- Informs customer service, sales, and marketing of new product or allocated product receipts.
- Generates and publishes Short Dated and Excess Inventory Reports monthly.
- Conducts inventory withdrawal (outdated) and transfers (6-month or less dated inventory) to short-dated warehouse.
- Oversees receipts into system daily making sure that all appropriate charges are added, special pricing applied and variances to purchase price are posted to correct accounts through statements on receipt form. Checks receipt register to ensure accuracy of receipt entry.
- Works with vendors on overages, shortages and return of unacceptable products.
- Works closely with the receiving team to ensure accuracy of inventory receipts.
- Works with the accounting department to resolve receiving issues related to vendor invoices.
- Provides quarterly inventory and sales analysis reports to President and CFO.
- Attends quarterly board and semi-annual stockholder meetings as needed.
- Other duties as assigned. Reports to the President of the company.

MINIMUM QUALIFICATIONS

- 5+ years of purchasing/supply chain management experience preferably in a distribution or logistics environment. Animal health industry experience is a plus.
- Bachelor's Degree or equivalent experience level required.
- Purchasing certification preferred.
- Solid understanding of inventory management principles and techniques.
- Proven track record in inventory management including excess and obsolete management.
- Financial knowledge and understanding of supply chain costs.
- Excellent leadership and team building skills.
- Excellent oral and written communication skills.
- Experience and skills with procurement software and systems.
- Proficiency in MS Office: Word, Excel, PowerPoint, etc.
- High degree of accuracy and attention to detail required.
- Excellent organizational, decision making, and analytical skills required.
- Ability to work in a fast-paced environment and manage multiple projects.

PHYSICAL DEMANDS

- Ability to sit and stand for extended periods of time.
- Ability to read computer screens, written documents, and email.
- Ability to lift up to 50 pounds.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.