



Job Description

Job Title Purchasing Manager

FLSA: Exempt

Department: Purchasing (Operations)

Date: 04/2020

Position Overview: Provide purchasing management support for all procurement functions. Works in a self-directed manner. Complies with company procurement requirements and related federal and state laws and regulations. Identifies candidate suppliers with capability to meet company procurement requirements and establishes working relationships with each, as appropriate. Conducts appropriate due diligence to confirm candidate supplier capability. Identifies risk appropriate opportunities to assess the results of new suppliers. Follows up with suppliers to ensure quality requirements are met on a consistent basis in the fulfillment of Safe, Inc. purchase orders. These requirements include the fabrication of parts, raw materials, subassemblies, testing, and processing that meets Safe, Inc. specifications. Manage the timeliness of deliverables to satisfy contract requirements and resolve any schedule issues in a timely and efficient manner. Coordinates and communicates status with internal staff regarding all procurement activities, supplier performance and Quality Management System requirements.

Education and Experience Requirements:

- BS Degree in one of the areas of Material Management or equivalent education and experience.
- 10 years of purchasing experience with at least 5 years in support of government contracts.

Essential Job Functions:

- Purchase and arrange for the delivery of materials, components and processes required for research and development activities, testing and production products
- Provide documented pricing for proposals through supplier quotes, estimates and similar part pricing
- Maintain supplier performance metrics in accordance with the Quality Management System and continuously modify the supply base as needed to satisfy all customer requirements
- Prepare and amend procedures and processes to support the Quality Management System
- Knowledge of FAR and DFAR regulations and the nature of flow down requirements.
- Knowledge of ITAR (International Traffic in Arms Regulation) and EAR (Export Administration Regulation)
- Understanding/knowledge of CPSR audits and requirements.
- Demonstrated ability to resolve contractual and performance issues with suppliers in a timely manner while reducing program and company risk
- Project/supplier management expertise
- Demonstrated outstanding supervisory capability to include excellent ability to motivate and manage personnel
- Excellent verbal and written communication

- Excellent time management/organizational skills
- Demonstrated excellent ability to think critically and strategically
- Outstanding attention to detail and degree of care

Job Requirements:

- Knowledge of, and experience using, Microsoft Word, PowerPoint , Outlook and Excel
- Understanding of the function of ERP/MRP systems.

Physical Requirements:

While performing the responsibilities of the job, the employee is required to talk and hear. The employee is required to sit for extended periods of time and use their hands and fingers, and computer keyboard. The employee is occasionally required to stand, walk, reach with arms and hands. Vision abilities required by this job include close vision.