

**JOB TITLE:** Procurement Manager  
**Department:** Production Department  
**Reports to:** EVP and CEO  
**Salary Range:** DOEE  
**Date:** 4/13/2018

**Position Description:** The Procurement Manager is responsible for supervising the daily operations in the Production department. This position will ensure the timely fulfillment of production components needed by the company.

**Responsibilities:**

- 1) Manages the day to day operations of the purchasing team.
- 2) Supervises, motivates, and improves the department personnel to work as a team to ensure on time product delivery and availability.
- 3) Manages Production personnel and all HR related issues such as hiring, training, coaching, disciplining, performance reviews...etc.
- 4) Writes, reviews, and enforces as needed department SOP's.
- 5) Creates metrics to track and enforce performance expectations. Actively evaluates Production staff workloads, prioritizes and delegates appropriate staff to ensure efficiency and productivity.
- 6) Reviews and manages the fulfillment of purchase agreement for specific (all?) raw materials.
- 7) Addresses escalated quantity and price invoice discrepancies with Inventory, Sourcing and purchasing staff.
- 8) Reviews and approves purchase orders and invoices under \$25,000.
- 9) Reviews past due raw material, bulk and finished good P.O.'s.
- 10) Monitors ongoing performance of suppliers and ensures materials are properly planned for and timely procured.
- 11) Works with all department supervisors/managers and executives to resolve issues with material and product procurement.
- 12) Tests and assesses the MRP software and workflow. Works with necessary parties to create a smooth operating system that maximizes workflow efficiency for the Production department.
- 13) Works with Marketing/Sales to promote overstock items and/or slow down movement on depleting items.
- 14) Performs any other related duties, as may be required by manager.

**Requirements:**

- Minimum of 3 years' supervisory or managerial experience
- Minimum of 3 years' of sourcing, buying or planning experience in the dietary supplement, food, beverage, cosmetic, medical device or pharmaceutical industry
- Bachelor's Degree required

- Effective and proven leadership
- Excellent written and verbal communication skills
- Demonstrates positive attitude and strong people skills
- Intermediate level of MS Office Suite such as Excel, Word, Outlook
- Experience with ERP software implementation required

**Job Status &  
Schedule:**

Full time/ Exempt M-F 9 am to 6 pm

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to occasionally alternate between sitting and standing positions. The employee frequently is required to reach with hands and arms, use hands and fingers to handle controls, computer and mouse; talk and hear. The employee is occasionally required to walk, stand, stoop, and lift as required to file documents or store materials throughout the work day. Specific vision abilities required by this job include close vision and the ability to adjust focus. Proper lifting techniques required. May include lifting up to 15 pounds for files, computer printouts on occasion.

-We are an Equal Opportunity Employer