



**Job Title:** Purchasing/Stockroom Manager

**Reports to:** Chief Operating Officer

**Location:** Jeanerette / Franklin

**Status:** Salary

**Hours:** Full Time, 8:00 A.M. - 5:00 P.M. M-F

**Responsibilities:**

- Manage daily operation of procurement, purchasing, and inventory departments.
- Assist procurement and purchasing in obtaining multiple proposals (RFQ) from various suppliers on all Major Materials.
- Assist procurement and purchasing in performing Cost Analysis to compare all pertinent information to Purchase for PO issuance.
- Responsible for all supplier interfaces both pre-contract and post-contract.
- Responsible for overseeing the development of the bill of materials.
- Develop procedures for procurement and purchasing of materials.
- Negotiate prices and terms with suppliers, vendors, or freight forwarders.
- Appraise vendor manufacturing ability through on-site visits and measurements.
- Monitor supplier performance to assess ability to meet quality and delivery requirements.
- Implement new or improved supply chain processes.
- Collaborate with other departments, such as procurement, engineering, and quality assurance, to identify or qualify new suppliers.
- Analyze information about supplier performance or procurement program success.
- Manage activities related to strategic or tactical purchasing, material requirements planning, inventory control, warehousing, or receiving.
- Analyze inventories to determine how to increase inventory turns, reduce waste, or optimize customer service.
- Evaluates suppliers, and conducts interviews with vendors, negotiates supplier agreements and manages supplier/vendor contracts.
- Manage the Inventory Control department. Create processes, provide training to inventory clerks and specialists, devising best practices for maintaining balanced inventory records, and implement Continuing Process Improvement policies which uses best practices for maintaining balanced inventory records, and keeps track of all company products and supplies.
- Compile inventory reports and communicating with management
- Investigate inventory shortages and discrepancies
- Work with production to issue material to jobs
- Support shipping prep and loading and receiving
- Oversee day to day operations of department under supervision of manager
- Leads group of two to six receiving, inventory, and/or shipping personnel

**Benefits:** Medical Insurance, Life Insurance, 401K, Paid Time Off, Paid Holidays