



## **Purchasing Manager**

### JOB SCOPE

Search for the highest quality merchandise at the lowest possible purchase cost. Secure manufacturers for each product at varying costs and qualities.

### PRIMARY RESPONSIBILITY

- Creates standard operating procedures for Purchasing and Receiving.
- Administers bidding process and contracts for vendor performance/compliance within established SOP (e.g. prepare specifications, evaluate bids, recommend vendors, conduct bid meetings, etc.) for the purpose of securing items and/or services within budget, compliance SOP requirements.
- Compiles data from a wide variety of sources (e.g. vendors, staff, public agencies, etc.) for the purpose of analyzing issues, ensuring compliance with a wide variety of purchasing policies and procedures and/or monitoring purchasing processes.
- Maintains purchasing information, files and records (e.g. Requests for Proposal, purchase orders, vendor files, etc.) for the purpose of ensuring the availability of documentation and compliance with established guidelines
- Manages suppliers and vendors contracts.
- Oversees required purchasing processes (e.g. orders, work orders and requisitions for supplies, equipment, supplies equipment and services, etc.) for the purpose of acquiring necessary resources to support the HGU operation.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Processes purchasing-related information for the purpose of updating and distributing information and/or complying with established accounting practices.
- Researches contracts, suppliers, equipment and regulations, including evaluation of new products for the purpose of analyzing information to determine product and/or service need and availability as necessary.
- Responds to inquiries from a variety of internal and external sources for the purpose of providing information, direction and/or appropriate referrals.
- Serves as liaison with vendors (e.g. telephone service, cell service, fuel, office supplies, etc.) for the purpose of monitoring and consolidation of orders for better management of expenses.

- Build and achieve team goals, plan, direct and manage the purchasing team
- Work closely with the team to reconcile the inventory accounts. Ensure smooth coordination with them
- Work strictly in accordance with Purchase policies, PO approval policies and company policy.

#### PURCHASING MANAGER QUALIFICATIONS:

- High School Diploma or equivalent is required, Bachelor's Degree in logistics or a related field is preferred.
- Basic PC skills are required.
- 3+ years' experience **in the same position** or 5+ experience in managing purchasing/supply chain functions for a multi-unit restaurant chain.
- Experience managing supplier partner relationships, negotiating contracts and driving cost savings.
- Knowledgeable in food commodities and commodity purchasing
- Experience in collaborating and ability to establish rapport with others to build strong business relationships at all levels
- Ability to organize and manage multiple projects under extreme deadlines within specific parameters.
- Strong communicator with solid interpersonal, verbal and presentation skills.
- Passion for the hospitality business.