



Director of Purchasing

SUMMARY: Plan, direct, or coordinate the activities of purchasing agents involved in purchasing materials, products, and services.

ESSENTIAL FUNCTIONS: Including the following (other duties may be documented and assigned by management and some duties may not apply dependent upon the requirements of the position at each specific Tarter site and/or the strengths of the employee and the needs of the company):

1. Interview and hire staff, and oversee staff training.
2. Managing and mentoring a dynamic team of purchasing professionals.
3. Lead, direct, and coordinate activities of personnel engaged in buying, selling, and distributing materials, and supplies.
4. Establishing and maintaining measurable performance metrics for all levels of procurement activities to include but not limited to supplier performance, supplier quality, internal order placement performance, buyer activity levels, financial performance, and material shortage elimination.
5. Report to management measurable status of progress and corrective actions as it pertains to supplier performance.
6. Ensure performance improvement and recovery plans are developed, issued, tracked, and reported on as required for supply base management and improvement.
7. Negotiate and execute purchase orders or vendor contracts as needed to support critical business needs.
8. Manage material flow to insure inventory is maintained to the optimum level to support on time customer deliveries while keeping inventory holdings to the appropriate levels.



9. Manages all activities that develop relationships with suppliers.
10. Manages materials savings initiatives in line with profit plan and overall business objectives.
11. Represent companies in negotiating contracts and formulating policies with suppliers.
12. Prepare and process requisitions and purchase orders for supplies and equipment.
13. Review purchase order claims and contracts for conformance to company policy.
14. Review, evaluate, and approve specifications for issuing and awarding bids.
15. Resolve vendor or contractor grievances, and claims against suppliers.

QUALIFICATIONS: Knowledge, skills & abilities: Must be able to perform each essential duty satisfactorily. Effective interpersonal, organizational, verbal and written communication skills required. This position performs job duties in an ethical and professional manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE AND SKILL REQUIREMENTS

1. Bachelor's Degree in Purchasing, Production/Operations Management, or equivalent business experience.
2. 7-10 years progressive experience in Purchasing and Sourcing with extensive experience in the manufacturing industry, preferably in a strategic setting in a mid to large sized organization.
3. Solid track record meeting substantial material cost reduction targets.
4. Strong computer skills, ideally with experience using Windows based PC programs.
5. Ability to coordinate multiple group efforts within the company to achieve objective.
6. Excellent written and verbal communication skills.
7. Excellent organizational and problem solving skills.
8. Ability to handle multiple tasks with awareness of deadlines.
9. Ability to identify processes needing improvement and to recommend improvements.



10. Willing to travel up to (%)?

WORKING CONDITIONS

Team atmosphere working in a fast paced office environment.