



### Purchasing Manager

**SUMMARY:** Manage all assigned aspects of purchasing to efficiently and cost-effectively support organizational operations.

**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. Oversee the operations and daily activities of the purchasing department
2. Performance manage, develop and motivate purchasing staff
3. Establish and implement purchasing policies, procedures and best practices
4. Monitor ongoing compliance with purchasing policies and procedures
5. Identify and source new suppliers and vendors
6. Manage vendor and supplier selection process based on price, quality, support, capacity and reliability
7. Develop and maintain strategic relationships with key suppliers and vendors
8. Establish and update an approved vendor/supplier database
9. Develop, negotiate and administer purchasing agreements and contracts with suppliers in support of organizational requirements
10. Measure and manage the vendor and supplier cost, quality and delivery performance
11. Oversee supplier compliance with internal quality standards and external regulations
12. Introduce performance improvement measures for suppliers and vendors
13. Work with relevant departments to manage inventory requirements
14. Produce regular reports on purchase commitments, costs and delivery performance
15. Direct continuous improvement of purchasing processes in line with changing organizational needs and market conditions



**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 business, materials management, operations management, engineering or related field
2. Three (3) to Five (5) years supervisory experience in purchasing and procurement
3. Working knowledge of project management principles and practices
4. Working knowledge of all laws and regulations relating to procurement and contracts
5. Knowledge of purchasing and supply chain systems, LEAN principles of planning and MRP/ERP systems often required
6. Financial acumen
7. High competency level in MS Office applications
8. Excellent written and verbal communication skills.
9. Excellent organizational and problem solving skills.
10. Ability to handle multiple tasks with awareness of deadlines.
11. Ability to identify processes needing improvement and to recommend improvements.
12. Willing to travel up to 15% as needed, including overseas as necessary.

#### **Supervisory Responsibilities:**

Supervise buyers and other purchasing staff.

#### **WORKING CONDITIONS:**

**Physical Demands:** Generally physical demands are those of a typical office environment. However, some lifting may be required in support of various activities (i.e. supporting physical inventories, etc.). Requirement to spend several hours at a time on the plant floor is sometimes necessary (i.e. visiting supplier's facilities for audit purposes; spending time on the plant floor, etc.).

# TARTER®

FARM AND RANCH EQUIPMENT

**Work Environment:** Majority of time is spent in a typical office environment. However, there will be times when spending several hours at a time in a factory floor environment is necessary.

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