



## **JOB DESCRIPTION**

Job Title: Purchasing Manager

Reports To: Division Manager

Department: Purchasing

### Requirements:

- College Degree preferred
- 3 or more years of experience in the metals distribution industry – emphasis on Carbon Steel specifications
- 2 years of experience in Management preferred
- Knowledge of Stainless Steel and Aluminum products would be a plus
- Sales experience preferred
- Strong interpersonal and organizational skills
- Self-motivated
- Solid Computer skills, especially in working with spreadsheets
- Strong Math skills, particularly changing units of measure
- Ability to handle busy and time sensitive situations, including multi-tasking
- Build and maintain teamwork with all employees

### Responsibilities:

- Analyzing data to determine proper stock levels to achieve highest inventory turns while reducing stock outs
- Sets goals for subordinates, and measures their progress
- Manage subordinates to help them achieve their goals
- Work closely with Division Managers, Sales and Operations to maximize their performance
- Look for improvement opportunities within the framework of our quality system.
- Adheres to purchasing policies, processes and procedures
- Carries out warehouse and inventory control policies and procedures
- Uses knowledge of material work planning and methods engineering processes and procedures to coordinate product deliveries
- Coordinates product delivery
- Interacts with suppliers developing relationships

*SERVING INDUSTRY SINCE 1915*

501 W. Boundary Street, Savannah, Georgia 31401, Ph. (912) 233-4182 Corp. Fx. (912) 944-0653 Purchasing Fx. (912) 944-0200

The company may change these job requirements at any time and employees may be required to follow other job related instructions and to perform other job related duties at the direction of the supervisor. This job description does not alter the at-will nature of employment.

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Employee's Signature

\_\_\_\_\_  
Date

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Supervisor's Signature

\_\_\_\_\_  
Date