

CAREER OPPORTUNITY

POSITION: **PURCHASING SUPERVISOR**

DEPARTMENT: **PURCHASING**

JOB # **532002-02**

LOCATION: **SOUTH SAN FRANCISCO, CA**

AVAILABILITY: **IMMEDIATE OPENING**

A purchasing supervisor is responsible for overseeing and supervising the procurement activities of an organization. Their primary role is to ensure that the company's purchasing processes are efficient, cost-effective, and in compliance with policies and regulations.

QUALIFICATIONS:

- Bachelor's degree in business administration, supply chain management, or a related field preferred OR relevant work experience.
- Proven work experience as a purchasing supervisor or in a similar role.
- Strong knowledge of procurement principles, practices, and regulations.
- Proficient in using procurement software and other relevant tools.
- Excellent negotiation, communication, and interpersonal skills.
- Ability to lead and motivate a team, fostering a collaborative and productive work environment.
- Analytical and problem-solving abilities, with keen attention to detail.
- Strong organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Knowledge of inventory management principles and practices.
- Familiarity with cost analysis and financial principles.
- Demonstrated computer skills and a strong ability to operate Microsoft Office Suite with Intermediate+ Microsoft Excel skills.
- Strong communication and negotiation skills.
- Ability to work independently, in a fast-paced environment.
- Strong team leader, with a willingness to collaborate.

JOB DESCRIPTION:

- Manage product lines as set forth by company goals and objectives, and proactively review assigned product lines, to ensure the highest levels of customer service.
- Review and manage non-stock to stock, product additions.
- Maximize inventory fill%.
- Maximize turns on inventory.
- Purchase at best cost/UOM/lead time to maximize GP%.
- Strive to reduce aged and obsolete products at all times.
- Communicate with factories/distributors regarding stock and negotiate the best pricing available.

- Create purchase orders within our ERP system and communicate the purchase orders with the vendor/distributor.
- Responsible for discrepancies associated with Purchase Orders, including quick and accurate resolutions, while communicating with appropriate principals.
- Review and confirm purchase orders and update ERP system with lead times and/or pricing changes.
- Consistent and regular attendance.
- Develop and implement purchasing strategies, policies, and procedures to optimize the procurement process.
- Supervise and lead a team of purchasing professionals, providing guidance, training, and performance feedback.
- Collaborate with internal stakeholders, such as the finance, operations, and inventory management teams, to understand their needs.
- Monitor inventory levels and anticipate changes in demand or pricing to make informed purchasing decisions.
- Review and approve purchase orders, ensuring accuracy and compliance with established guidelines.
- Work with Director of Sales and Business Development to review regular supplier performance and address any issues or concerns in a timely manner.
- Analyze purchasing data and prepare reports for management, highlighting cost-saving opportunities, supplier performance, and other key metrics.
- Continuously identify and implement process improvements to streamline purchasing operations and enhance efficiency.

HOURS OF WORK:

8:00 a.m. to 5:00 p.m. additional hours, as necessary.

PAY RANGE:

\$78,000-\$98,000 per year, DOE.

STEVEN ENGINEERING PROMOTES AND THRIVES IN A TEAM ENVIRONMENT.

This job description is not intended to be all-inclusive, and employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required. Steven Engineering reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. It is Steven Engineering's desire and process to hire candidates best suited for the position and to seek employees that meet the criteria for the position without regard to age, ancestry, color, disability, ethnicity, marital status, medical condition, national origin, race, religion, sex, sexual orientation, protected veteran status or on the basis of disability. Steven Engineering is a diverse workforce and, as such, every effort is made to encourage women and minorities to apply.

Steven Engineering will consider qualified applicants with criminal histories in accordance with the San Francisco Fair Chance Ordinance and the Los Angeles Fair Chance Initiative For Hiring Ordinance.

HOW TO APPLY:

Internal Candidates – Please contact a member of your Human Resources team for an Employee Transfer Request Form.

Submissions by **e-mail: hr@steveneng.com**

Our job number **532002-02** MUST be referenced on the subject line to be considered for this position.