

**Title: Purchasing Manager/Materials Analyst**

**Reports to: VP of Operations**

**Summary of Position:**

- Create Purchase Orders in MRP System
- Solve material related problems
- Ensure timely material ordering

**Purchasing Manager Duties & Responsibilities:**

- Research and evaluate suppliers based on price, quality, reliability, production lead times, and distribution capabilities.
- Monitor changes affecting supply and demand, tracking market conditions, and price trends.
- Review production schedules, contract orders, and inventory to project material usage.
- Monitor supplier performance to assess the ability to meet quality and delivery requirements.
- Order bi-weekly consumables for production, management, and office administration.
- Collaborate with sales, production, and inventory to gauge inventory needs.
- Forecast 6-12 months for contract orders.
- Propose improvements to the current purchasing system that will improve vendor relationships.
- Work directly alongside an outsourced screen-printing company.

**Material Analyst Duties & Responsibilities:**

- Ability to do research independently and provide options for executive approval.
- Evaluate and analyze potential suppliers and prepare cost reports.
- Collaborate with design and R&D team, and procure any materials necessary.
- Maintain office systems, including data management and filing.
- Screen phone calls, inquiries, and requests from potential vendors.
- Maintain chronological files, historical data, data entry, and tracking order status updates.

**Qualifications/Personal Attributes:**

- Intermediate to Advanced skill level: Excel
- Basic skill level: Outlook, PowerPoint, and Word
- Sound knowledge about inventory management, warehouse, logistics, sourcing, and contract terms.
- Team player capable of quick decision-making.
- Supply chain experience a plus
- Problem Solver with an attention to detail
- Adaptable
- Proactive