



## PURCHASING MANAGER

<b>Department:</b> Purchasing	<b>Reports To:</b> President
<b>Location:</b> Lakeland	<b>Revised:</b> June 2021

### JOB SUMMARY:

This role is critical to the overall success of Barney's Pumps in our mission as a Sales company. This position oversees the process of sourcing and purchasing supplies and materials for all Sales, Shop, and Engineering functions. This position plays an important role in navigating the relationships of our manufacturers in tune with our customer's needs.

### ESSENTIAL FUNCTIONS:

- Manage daily purchasing activities, supervise staff, and allocate tasks.
- Manage supplier relations and negotiate contracts, prices, timelines, etc.
- Oversee freight carriers and negotiate freight cost.
- Maintain the supplier database, purchasing records, and related documentation.
- Full management of inventory control across all locations to best serve our customers and corporate objectives. This includes maintaining, optimizing, and reporting of min/max stocking levels and direct oversight of annual inventory and quarterly cycle counts.
- Ensure that all procured items meet the required quality standards and specifications as communicated by Sales and Engineering.
- Develop and implement corporate purchasing strategies under the guise of "better every day".
- Strive to improve purchasing systems and processes across all locations in accordance with our Quality Assurance Manual.
- Train new employees on our purchasing processes.
- Oversee the warehouse team with guidance from the President.
- Oversee fleet maintenance across all locations.
- Oversee building and ground maintenance including vendor service contracts across all locations.
- Oversee the maintenance of office equipment.
- Assist the President with manufacturer/vendor meetings and conferences as required.
- Purchase and maintain all promotional items that support our outside sales staff.
- Take part in a management team that works to promote the company culture to all employees across all locations.

### EDUCATION:

- Bachelor's degree in Business or Purchasing related field.

### WORK EXPERIENCE:

- At least 5 years related experience in the purchasing field.

### LICENSES AND CERTIFICATIONS:

- Must maintain valid driver's license.

### TRAVEL:

- Branch travel as required to understand and maintain the requirements of the job.
- Attend manufacturer vendor meetings as required.



## **PURCHASING MANAGER**

### **SKILLS AND ABILITIES:**

- Demonstrates excellent oral and written communication skills necessary to interact professionally with co-workers, all levels of management, and other third parties.
- Experience with Prophet 21 ERP software for distributors preferred.
- Proficiency in Microsoft Office (specifically Excel).
- Strong organization and ability to multi-task to ensure completion of projects.
- Ability to treat confidential information with appropriate discretion.
- Excellent analytical and organization skills.
- Self-starter with the ability to take initiative with assignments.
- Ability to work independently to meet objectives with minimal supervision.
- Knowledge of Six Sigma and/or Green Belt certification is a plus.

### **INFORMATION ON BARNEY'S PUMPS:**

- Visit our website – [www.barneypumps.com](http://www.barneypumps.com)
- See Barney's Pumps "About Us" and "Who We Are" videos - [www.barneypumps.com/about](http://www.barneypumps.com/about)
- Barney's Pumps packaged systems - [www.barneypumps.com/pumppackagingcapabilities](http://www.barneypumps.com/pumppackagingcapabilities)