

**Position Title**  
Purchasing Manager

**Date Prepared**  
February 27, 1996  
Revised May 2004

**Department**  
Purchasing

**Location**  
Brainerd

**Reports to:** V.P. of Operations

**I Position Purpose**

- Responsible for the coordination and completion of all purchases of materials, supplies, parts, and outside services.
- Ensure that inventory and stock levels are maintained, are accurately recorded and deliveries are met.

**II Budget Dimensions**

- Maintain cost of materials to at or below current budget as a percent of sales.
- Control inventory value and Job material cost through effective and efficient purchasing.

**III Primary Functions Duties and Responsibilities**

- Oversees all personnel in the warehouse and monitors all work performed.
- Purchases all material and supply requirements for each job produced.
- Prices and orders paper at less than or equal to the estimated costs.
- Follows up on deliveries.
- Orders all other outside services such as dies, hand labor, die cutting, parts, supplies, etc.
- Receives, analyses and verifies records relative to material and supply consumption.
- Keep accurate records of pricing and usage.
- Verifies material requisitions from various departments and initiates purchase orders.
- Maintains adequate perpetual inventory records to insure that supplies are available for each job as production dictates.
- Order supplies for production departments and generates reports per machine and/or department.
- Serves as liaison between:
  - Pressroom & warehouse regarding material & supplies availability and usage
  - Manufacturing regarding consumption and performance
  - Manufacturing & vendors relative to performance of material
  - Management & vendors relative to availability of materials and market conditions of printing supplies.
- Develops knowledge of inventory position, quantity stocked, usage, and reorder point of house sheets and supplies.

**III Primary Functions Duties and Responsibilities**

- Researches and recommends cost savings potential to management.
- Designs, recommends and implements systems to improve materials and paper work flow.
- Obtains, analyses and disseminates knowledge of market conditions regarding material and supplies to Bang Management
- Advises Estimators, Sales and Supervisors of any supply & material price changes to ensure

- that proper charges are entered on job records.
- Maintains vendor price lists, discount terms and allowances.
  - Monitors stock pricing in Excel price list and change pricing to reflect market changes.
  - Initiates and participates with warehouse, accounting and customers in monthly physical inventories of materials and reconciles all inventory records.
  - Process all claims regarding supplies and materials to achieve a fair settlement in a timely manner.
  - Collects, holds and uses evidence as necessary.
  - Interacts with all departments regarding the pricing, availability, performance and record keeping of materials.
  - Keeps supervisor informed of status and progress of work and any unusual problems encountered.
  - Performs other duties as requested.

**IV Policy**

- Performs projects and assignments as requested by CSR/EST Manager.
- Understand and support all established company policies.
- Conduct and present yourself in a professional manner.
- Performs other duties as requested

**V Communication**

- Maintains effective working relationships with the following internal and external contacts:

**External Contacts**

- \* Vendors
- \* Customers

**Nature or Purpose**

- \* Coordinate ordering and receipt of supplies
- \* Confirm materials needed

**Internal Contacts**

- \* Management
- \* Warehouse
- \* Estimating
- \* Customer Service
- \* Sales
- \* Scheduling
- \* Production

**Nature or Purpose**

- \* Recommend cost savings and systems
- \* Maintain inventories, verify consumptions
- \* Maintain current material pricing
- \* Advise of availability's and pricing
- \* Advise of material and price changes
- \* Advise of availability of supplies
- \* Verify material consumption and performance

**VI Problem Solving**

- Must be able to observe, identify and notify management of inventory problems or discrepancies.
- Ensure specifications and information provided is accurate
- Provide support for fellow employees
- Accurately detail issues to management for resolution

**VII    Education and Experience**

- Minimum High school diploma and adequate clerical skills with previous experience in purchasing, estimating, billing, or accounting.
- Candidate without experience should have a college degree in Business.
- Knowledge of printing supplies and technology.
- Individual must have the ability to handle large purchasing responsibilities with outside vendors and establish good working relationships.
- Possess personal characteristics of integrity, dependability, competence, prudence, have good math skills and great attention to detail.

**VIII    Travel/Physical Exertion**

- Possible travel required to suppliers or other locations.
- Must be able to perform duties for physical inventory such as bending, stooping, and heavy lifting.

**IX    Other Information**

- Detail oriented
- Strong analytical and organizational skills
- Able to work independently
- Self motivated

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_