



Position / Job Description

Title: Purchasing Manager

Description:

The Purchasing Manager is responsible for purchasing and procurement system and process for multiple projects, equipment, tools and office supplies.

Responsibilities:

- Creates and implements purchasing system.
- Manages all purchasing activities.
- Receives orders and grants approval for purchases of goods or services.

Analyzes changes or new issues in materials and supplies to find ways to reduce costs and improve quality. **Minimum Qualifications:**

- Bachelor's degree with at least 8 years of experience in the field.
- Familiar with a variety of the construction industry concepts, practices, and procedures.
- In-depth knowledge of electrical components required.
- A friendly positive attitude and a courteous professional demeanor.
- Personal qualities include attentiveness, initiative, and dependability.
- Quick Books and MS office proficient.

Key Qualities and Experience:

- Experience at working both independently and in a team-oriented, collaborative environment is essential
- Can conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities
- Flexible during times of change
- Ability to read communication styles of team members and contractors who come from a broad spectrum of disciplines.
- Honest, Mature, Dependable
- Strong interpersonal skills
- Must be able to learn, understand, and apply new technologies
- Customer service skills an asset

Work Conditions:

- Overtime may be required to meet project deadlines
- Sitting, for extended periods of time
- Dexterity of hands and fingers to perform keyboard activity