

JOB TITLE – PURCHASING MANAGER

HOURS M-F: 8:00 AM - 5:00 PM

SUPERVISOR: Controller

SALARY Commensurate with Experience

FULL TIME POSITION

POSITION DUTIES/RESPONSIBILITIES: Purchases goods and services according to the company's policies and procedures. Coordinates with department leads to maintain inventory and supply levels. Maintains vendor files and related agreements. Periodically evaluates vendors based on price, reliability, capability, and previous transaction history. Submits new vendor requests to CFO or designee for review and approval prior to making purchases. Establish accounts for new vendors as approved. Works with vendors to negotiate volume and discounts. Ensures that purchasing documents are complete and accurate, including appropriate and reasonable terms and conditions. Maintains pricing histories and other vendor records. Maintains records of goods purchased and received. Requests refunds from vendors as needed and maintains history. Contacts vendors and post office for lost packages. Secures blank purchase orders and tracks utilized purchase orders. Oversees the receiving and distribution of goods purchased. Assists with performance evaluation and recommends merit increases, promotions, and disciplinary actions. Attends a variety of meetings with management and department staff to review and discuss related matters. Monitors various requests for grants and other resources. Maintains strictest confidentiality, including use of company credit card. Maintains Business Associate Agreements and works with the COO as necessary on this matter. Keeps a log of copiers and fax machines. Other duties as assigned by supervisor

REQUIRED EDUCATION, TECHNICAL TRAINING OR EQUIVALENT: Bachelor degree in business field required

REQUIRED EXPERIENCE OR SKILLS: Two years of purchasing experience preferred. Excellent attention to detail. Thorough understanding of purchasing procedures and policies. Proficient with Microsoft Office Suite. Skill in analyzing financial data and preparing appropriate related reports. Skill in relating organizational objectives to financial policies on costs, fees, credit, etc. Skill in exercising initiative, judgment, discretion and decision-making to achieve organizational objectives. Skill in establishing and maintaining effective working relationships with patients, medical staff, and the public. Skill in identifying and resolving problems. Ability to delegate responsibility and authority to staff. Ability to work creatively with management and department staff to achieve objectives. Ability to communicate clearly.

TO APPLY: Please visit our website at www.wacofamilymedicine.org and fill out an online application located under Careers.