

Position Profile:

The Purchasing Director is accountable for the CURiO purchasing function; develops policies and high-level objectives related to the procurement of goods and services to achieve the company's service, inventory, quality and cost goals. The position must bring a high level of competence in a variety of the purchasing and materials management best-in-class practices, procedures and processes to deliver superior service levels.

The Purchasing Director has strategic and operational responsibility for CURiO supply-base networks with annual purchasing spend and significant spend category complexity. They are accountable for preparing annual departmental budget and develop short- to long-term plans, including three to five-year plans for procurement. The Director links strategic plans, CURiO vision and growth plans, and prioritizes organization-wide efforts to implement these strategies. The position leads procurement initiatives that have company-wide impact. The Purchasing Director manages the buying team and reports to the Supply Chain Director.

Work Responsibilities:

Manage vendor use decisions that balance our cost of goods and inventory levels: Develop and maintain vendor/supplier relationships including negotiating of terms, rebate programs, and supplier managed inventories.

- Liaise with counterparts in other functional areas such as D&I, Sales & Marketing and Operations personnel to ensure alignment of activities and objectives
- Establish and communicate supplier expectations.
- Collect and analyze supplier data to determine planning and purchasing risk.
- Process vendor data and determine component risks.
- Solicit competitive proposals from vendors.
- Communicate purchase order changes to vendors, documenting the same
- Communicate quality challenges to vendors and negotiate resolution
- Communicate delivery time lines, quality and order changes on other purchase-related issues to vendors and appropriate management personnel
- Measure vendor performance on a quarterly basis

Manage inventory decisions that balance cost of goods and inventory levels: Make independent decisions to reduce inventory levels while maintaining or reducing costs

- Collaborate with the S&OP team to ensure accurate forecasting and inventory planning
- Develop relationships with other departments on continuous improvement projects to reduce Cost of Goods
- Make recommendations to management team regarding reordering components for soon to be obsolete products, i.e. minimum order quantities and increased cost to purchase
- Create and present run out reports for existing and retiring products

Operate computerized MRP software to place and expedite purchase orders.

- Maintain knowledge of most current purchasing trends and inventory planning processes used for procurement
- Follow established procedures to place long lead-time purchase orders (10+ weeks & fills) within 24 hours of receiving directive
- Follow established procedure to complete all purchase requirements by Friday of the same week
- Purchase pre-authorized (approved by respective department head) miscellaneous items only after inventory items are ordered
- Expedite long lead-time, fills and challenge components two to three weeks prior to due date
- Follow established procedure to add and maintain MRP and forecast module system changes to item costs, lead times, dock to stock times, minimum buys and multiple lot sizes for each item
- Track related quality challenge expenses and communicate to Accounts Payable for credit

- Communicate and coordinate relevant quality challenge information with Operations and Accounting

Provide timely information to management: Produce reports on component status, backorders and commodity trends to provide timely information to management

- Completely review MRP report every Monday for the week's purchase orders
- Update backorder report every day if necessary
- Keep current on commodity trends within the industry and prepare third quarter report
- Complete quarterly net cost savings report for purchased items
- Review PO funds committed report to ensure due dates have been met
- Evaluate and make purchase order date changes
- Communicate vendor production and delivery challenges to relevant staff.

Identify new and existing sources of components: Lead in the continuous improvement of current systems and processes Identify and qualify potential vendors using input from industry contacts, D&I Team, Packaging Engineer, R&D Team and system reports

- Identify and source new suppliers for component/fill items
- Schedule soliciting vendor visits and meetings and invite relevant internal teams to the meetings
- Apply analytical skills to identify and employ strategies to effectively increase inventory turns
- Quickly resolve and/or escalate issues related to cost, quality, delivery or service when the product launch goals may be in jeopardy

Leadership: Responsible for providing leadership to the team and ensuring that the team has the talent, resources, and readiness to meet short and long-term organizational goals as well as ensuring maximum productivity and performance

- Build a strong multi-locational team atmosphere and foster collaboration across the organization.
- Ensure teams are working cross-functionally to meet CURiO goals
- Hire, train and develop team, ensuring that each employee has a clear and thorough understanding of their role and responsibilities.
- Mentor, guide, and coach direct reports in order to expand their capabilities and performance. Provide ongoing performance feedback. Identify and take appropriate action for non-performance.
- Utilize the company's individual development plan program, encourage, support and advocate for employee's growth within the team and across the organization.
- Actively participate in and lead by example through all change management initiatives.

Staff Management:

- Effectively manage a multi-locational team under a fast pace and constantly changing circumstances.
- Proactively recruit, screen, and select candidates for current and future resource requirements.
- Ensure each employee has a clear and thorough understanding of their role and responsibilities. Collaborate with human resources to keep job descriptions current for each position.
- Effectively orient new hires to roles and responsibilities, ensuring a positive and productive experience.
- Ensure department structure and budgeted hiring plans are appropriate for performance and productivity levels required.
- Utilize the company's performance management program as designed to align individual performance to overall performance objectives. Meet all completion requirements at a high-quality level. Provide ongoing performance feedback. Identify and take appropriate action for non-performance.
- Mentor, guide, and coach direct reports to expand their capabilities and performance.
- Ensure all CURiO communication is disseminated to the team in a positive and timely manner.
- Administer all internal policies and procedures in accordance with company, human resources, budgetary, and finance guidelines. Ensure accuracy of staff data records.

General Responsibilities:

- Follows all policies and procedures of the company. Works cooperatively with all departments, maintaining a positive work atmosphere by acting and communicating in a manner that promotes cooperation with co-workers, supervisors, and managers.
- Maintain individual skills, keeping up to date with latest best practices, trends, concepts, and regulations in the specific job area.
- Manage time effectively, meet personal goals and work effectively with other members of the team to meet CURIO goals.
- Follows all safety guidelines and policies. Makes supervisor/manager immediately aware of any observed safety issue. Keeps work area clean and organized.

Position requires extended work hours as necessary to meet seasonal deadlines. May also require weekend or after-hours work, as approved by your manager.

Performs other work as assigned.

Minimum Qualifications

- Bachelor's Degree or equivalent experience.
- 5 + years' experience as a Senior Buyer/Planner.
- 5 + years' experience supervising personnel.
- 5 + years' experience in negotiation of contracts and related terms and conditions.

Computer and/or software qualifications:

- Intermediate level of proficiency in Microsoft Excel, Microsoft Word, Power Point
- Experience working in an MRP environment

Core Competencies:

- Knowledge of purchasing and planning best practices
- Strong team leadership skills as a manager of managers
- Strong attention to detail with ability to organize and prioritize multiple resources and ensure on-time completion in a fast-paced environment
- Ability to demonstrate flexible and efficient time management and to appropriately prioritize workload based upon organization or departmental needs, both individual and team.
- Excellent interpersonal skills; clearly and efficiently communicate
- Ability to provide oversight to multiple projects
- Critical thinking and problem-solving skills
- High degree of tolerance for stress and uncertainty
- Ability to work under constant deadline pressure and manage multiple projects across multiple lines of business
- Ability to lead multi-functional teams on large-scale projects.
- Ability to work collaboratively and building strategic relations with coworkers, vendors and/or customers.
- Must be an individual of high energy, positive attitude and a proven track record of getting results.
- Skill in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Skill in staff management through motivating, developing, and directing people as they work, identifying the best people for the job based on skills and potential.
- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions and considering the relative costs and benefits of potential actions, suggest conclusions or approaches to problems.
- Ability to communicate and interact effectively with managers, co-workers, customers, vendor and other partners.
- Ability to maintain and protect company proprietary information

Preferred Qualifications:

- APICS certified
- Experience in Lean Principles
- Experience in Syteline based MRP system
- Experience in manufacturing type environment

Travel Requirement: up to 25%

Working Environment and Physical Demands:

- General office environment: Works generally at a desk in a well-lit, air-conditioned cubicle/office, with moderate noise levels
- Ability to sit for hours at a time, viewing computer monitor and using telephone on a constant basis; some walking and standing relative to interaction with other personnel
- Occasionally required to lift and/or move items weighing 10 – 15 pounds
- Occasional exposure to work near moving mechanical parts and areas where equipment/product reaches high temperatures is possible.
- Occasional exposure to dusty and fragrant conditions, varying temperature levels, and high noise environments is possible.
- Periods of stress may occur