



Position opening: Purchasing Manager
Facility Name: Greek Theatre
Location: Los Angeles, CA

POSITION: Purchasing Manager
DEPARTMENT: Operations
REPORTS TO: Director of Food and Beverage
FLSA STATUS: Salaried Exempt

POSITIONS SUMMARY:

This role will report directly to the Director of Food and Beverage. The role is responsible for working closely with the leadership team in managing and optimizing cost related to Premier's direct and indirect purchasing. The Purchasing Manager will ensure that all purchases have been made consistent with Premier policy. This position will also be responsible for managing a staff of five and cultivating vendor relationships. The Purchasing Manager will develop and implement best practices, vendor sourcing, and pricing strategies, inventory control, and other system optimization thereby maximizing best practice, delivery and quality for Premier Catering food and beverage.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop procedures for coordination of supply chain management with other functional areas, such as Sales, Marketing, Finance, Operations, Quality Assurance, Engineering and IT. Assures effective and timely communication and implementation of any process change.
- Develops and promotes a customer-focused orientation toward materials management; promotes a collaborative culture between materials management and all business units.
- Analyzes, develops and monitors performance quality measures; evaluates and proposes new procurement programs and processes that will improve cost, quality, customer responsiveness and inclusion; establishes and enforces internal controls and procedures to ensure
- Develops leading best practice policies and procedures in stock purchasing, inventory control, receiving and storage, distribution, etc.
- Manages the Company's overall working relationships with key supplier partners. Monitors supplier quality and delivery performance. Track supplier progress and timing, open issues lists, price changes, etc.
- Establishes and implements warehousing and inventory management programs to ensure the most cost effective delivery and efficient use and movement of materials and supplies across all entities.
- Evaluates and responds quickly to changing production requirements, supplier prices, markets and services, and evolving products.
- Manages progress and status reporting necessary to effectively manage all material and equipment acquisition, receipt, inspection and issue. Maintains and provides complete and accurate status reports on request for all orders issued. Prioritizes and follows up on material shortages and delays to ensure timely delivery and minimize production slow downs or work stoppages and provide accurate status reports on request for all orders issued.

- Maintains all purchase order, supplier relationship, and costing information on an appropriately confidential level.
- Responsible for maintenance of all purchasing related fields on the vendor data base, and basic data information input. Demonstrates a high level of professionalism, diplomacy and stress tolerance when dealing with external contacts and internal customers. Must be able to strike a reasonable balance between the needs of internal customers and the economic realities of the supply market.
- Provides direct management for the warehousing functions and ensure that best practices are shared and implemented and risks and costs are mitigated.
- Plans, organizes, directs and evaluates the performance of direct reports.
- Must have the ability to work a varied and flexible shift.

SUPERVISORY RESPONSIBILITY:

Directs an enterprise wide team across 7+locations, which includes: Buyers, Purchasing Assistants and warehouse and shipping and receiving employees.

QUALIFICATION:

Bachelor's degree in business, finance, accounting, engineering or equivalent combination of experience and/or education is required

COMPUTER SKILLS:

To perform this job successfully, an individual should have strong computer skills. Word processing and spreadsheet experience is preferred.

PHYSICAL DEMANDS:

Work is conducted in a dynamic, fast-paced office setting with moderate to loud noise levels. He/she must be able to walk to and from job sites. He/she must regularly lift 25 pounds. The individual may be required to work more than 8-hour shifts and weekend work.

This job description portrays in general terms the type and level(s) of work performed and is not intended to be all-inclusive or to represent specific duties of any one incumbent. The knowledge, skills and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training. The company reserves the rights to modify, supplement, delete, or augment the duties and responsibilities specified in the position description, in the company's sole and absolute discretion. Duties other than those expressly specified may be assigned from time to time.