



**Visit our Design Center**  
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Cape Coral, Florida 33904

## **Purchasing Manager**

**Job Description:** Responsible for the development of all purchasing practices, maintaining job budgets, oversight of material deliveries/dates, and product quality control.

### **Responsibilities/Duties:**

- Maintain records of goods ordered and received.
- Locate vendors of materials, equipment or supplies, and interview them in order to determine product availability and terms of sales.
- Negotiate payment terms with selected vendors
- Prepare and process requisitions and purchase orders for supplies and equipment.
- Control purchasing department budgets.
- Review purchase order claims and contracts for conformance to company policy.
- Analyze market and delivery systems in order to assess present and future material availability.
- Develop and implement purchasing and contract management instructions, policies, and procedures.
- Resolve vendor grievances and claims against suppliers.
- Represent companies in negotiating contracts and formulating policies with suppliers.
- Review, evaluate, and approve specifications for issuing and awarding bids.
- Direct and coordinate activities of personnel engaged in buying, selling, and distributing materials, equipment, machinery, and supplies.
- This job description is subject to change as the company grows and needs morph. This position is to be a team player and help in all areas, as needed.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_