

Purchasing & Inventory Control

Need an experienced Purchasing & Inventory Control Manager for a wholesale gift company in Tempe. This is a Full-time position Monday-Friday 8am-5pm. Supervisory Experience Necessary.

Duties

- Responsible for placing, tracking and expediting all purchase orders from US & International Suppliers.
- Negotiate prices, quantities and terms. Anticipate and negotiate price changes.
- Coordinate Import shipments, work with Broker to ensure shipments clear customs timely.
- Schedule lead times, production runs, and inventory cycle counts.
- Instruct staff in receiving, production, prepacking and stocking.
- Monitor and evaluate staff production levels, material availability, quality control, and potential production problems.
- Manage min max stock levels. Keep constantly appraised of economic and/or business situations as they affect purchasing, and make decisions to adequately meet those changing conditions.
- Negotiate with suppliers to ensure inventory is acquired in a cost effective and timely manner.
- Work with suppliers and team members to resolve issues with defective materials received.
- Manage vendor returns and credits.
- Monitor quality control and product deficiency situations, expedite critical items, and furnish lead time advice to staff.
- Advise management of alternative supply sources, raw material costs, price trends and supply and demand situations.
- Be cognizant of inventory turns, outstanding accounts payable, and proactively manage slow and dead inventory.
- Develop and maintain business relationships over the phone and face-to-face.
- Organize and maintain files for departmental administrative matters and chronological correspondence.
- This position interacts with customers, vendors, account managers, customer service representatives, warehouse team members, IT, finance, and the CEO.
- Must be a TEAM player and bring a positive attitude to work.

Skills & Requirements

BS/BA degree in Supply Chain Management preferred. This position requires at least 5 years of related experience in Manufacturing environment.

- Previous Import Experience Required.
- Exhibit a broad understanding of Supply Chain planning concepts and systems.
- Strong knowledge of Bill of Material structures.
- Excellent communication and negotiation skills.
- Knowledge and understanding of manufacturing operations and maintenance.
- Strong Math Skills Required. Able to calculate figures (add, subtract, multiply in whole number, decimals, and fractions) Able to calculate amounts such as discounts, commissions, proportions, percentages. Able to convert metric to standard unit of measure and convert foreign currency to US dollar to maintain accurate cost of goods.
- Proficient in Internet Explorer, CRM, Sage 100 and Labelmaker, Microsoft Office including Outlook with Intermediate skills in Excel.
- Able to work in fast-paced, self-directed environment and exercise sound judgment.
- Strong abilities in planning, organizing, project management, and problem solving.
- Ability to handle multiple priorities and manage appropriately. Exceptional verbal and written communication skills. Possess honesty, integrity and a great work ethic.
- Excellent attendance and punctuality is required.
- Must be flexible and willing to work the demands of the department which are subject to evenings and occasional weekends.

Must be able to work Full Time in Tempe Monday - Friday

\$39,000 to \$48,000/year Salary will depend on skill level and experience.

Benefits include Health, Dental & Vision Insurance, 401K, Profit Sharing, Paid Holidays & Vacations

Submit resume to: apply@silverstreaks.com