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**PTDA Bearings & Power Transmission, Inc.**

**One Sprocket Lane**

**Reducer Springs, Michigan 48000**

**PT/MC Job Description**

**Purchasing Director - Exempt**

**Reports To: VP Purchasing**

**Job Summary:**

This position is responsible for negotiating with vendors to achieve the best offer for purchasing all supplies, services and equipment. Manages the entire purchasing department staff, sets the strategic direction and creates and executes plans to meet purchasing goals.

**Job Functions:**

* Negotiates with vendor to achieve the best possible pricing on goods and services.
* Establishes the purchasing policies and procedures and reviews compliance.
* When current vendors can no longer meet needs, develops new sources of supply.
* Examines bids and determine which is accepted.
* Sets account credit and terms.
* When appropriate negotiates blanket purchase orders and monitors the cost.
* Follows environmental and safety regulations and acts in compliance with the law.
* Assures corporate guidelines on business ethics are met.
* Assures all staff are properly trained and company policies and procedures are adhered to.
* When necessary, becomes involved with pricing and delivery options with suppliers.
* Performs additional duties as assigned.

**Skills Needed:**

* Strong verbal and written communication skills
* Strong organizational and time management skills
* Demonstrated negotiation skills and analytic abilities
* Problem solving mindset
* Decision making skills

**Education Required:**

* Bachelor’s degree in a business-related area
* Minimum of five years purchasing experience
* Direct supervisory experience.

**Other:**

* Position requires a results oriented individual
* Professional demeanor
* Not afraid of being hands-on

**EEO Statement:**

**PTDA Bearings & Power Transmission, Inc**.provides equal employment opportunities to all. We prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, or any other characteristic protected by federal, state or local laws.