****

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

**One Sprocket Lane**

**Reducer Springs, Michigan 48000**

**PT/MC Job Description**

**Purchasing Manager - Exempt**

**Reports To: Purchasing Director**

**Job Summary:**

This position is responsible for overseeing the day-to-day functions of the purchasing department. Works with operations teams to increase efficiencies. Looks for ways to constantly improve processes and systems to assure department goals are accomplished. Training and development of department staff is an integral part of this position.

**Job Functions:**

* Manages staff responsible for day-to-day purchasing activities.
* Updates procedures to allow for maximum purchasing output.
* Collects, analyzes and reports the results of data for the purpose of evaluating purchasing methods.
* Identifies and documents key performance indicators to drive success in the department.
* Manages time records for all hourly (non-exempt) department staff.
* Responsible for maintaining training matrices and training records for department staff.
* Monitors inventory levels and makes changes if necessary.
* Negotiates pricing and delivery with suppliers.
* Works with receiving to ensure all orders are received.
* Complies with safety regulations.
* Performs additional duties as assigned.

**Skills Needed:**

* Strong verbal and written communication skills
* Proficient in Microsoft Excel, Word and Outlook
* Strong organizational skills
* Demonstrated negotiation skills and analytic abilities
* Problem solving mindset

**Education Required:**

* College degree preferred or equivalent experience in a similar position
* Familiarity with and the ability to utilize ERP systems

**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.