

**Procurement & Inventory Manager**

The Procurement Manager will be responsible for interfacing with all departments for procurement and inventory needs. This includes qualifying vendors, negotiating contracts, and driving cost savings. The ideal candidate will come from the construction industry, or a company that manufactures construction products or will have a technical background with strengths in construction. Experience with shop fabrication or manufacturing would also be helpful.

**In general, the responsibilities include:**

* Oversee the procurement of technical goods and services.
* Use detailed knowledge to identify the best suppliers.
* Evaluate new and existing suppliers and negotiate purchase agreements.
* Proactively manage that purchased goods and services are delivered as promised.
* Evaluating suppliers by considering price, quality, availability and other criteria.
* Interviewing vendors and visiting suppliers’ facilities to learn about products, services and pricing.
* Negotiate contracts with vendors and suppliers to obtain the best deals on behalf of the company.
* Interacting with suppliers to schedule delivery times and resolve shipping errors.
* Manage and maintain EXTECH’s in-house and external inventory.
* Coordinate with front office accounting on invoice efforts and inventory controls.
* Oversee and enforce company QA / QC procedures for incoming materials.

**Purchasing Officer Duties and Responsibilities:**

* Research and evaluate potential vendors and suppliers.
* Request quotes and compare prices for maximum ROI.
* Estimate and establish cost parameters and budgets for purchases.
* Create and maintain good relationships with vendors and suppliers.
* Examine and review products and supplies to ensure quality.
* Track incoming inventory, delivery arrival time, and note actual arrival time.
* Organize and update the database of suppliers, delivery times, invoices, and quantity of supplies.
* Compare quoted materials against project estimates to identify potential budgetary conflicts.
* Provide input to estimators to update
* Analyze potential vendors and suppliers for future project needs.
* Ensure all deliveries contain all goods requested.
* Collaborate with accounting on inventory status reports, contracts, invoices, and other financial matters.
* Participating in weekly project status meetings.

**Purchasing Officer Requirements and Qualifications:**

* High school degree or equivalent.
* Bachelor's degree in business administration, management, finance, or related field preferred.
* Solid knowledge and understanding of purchasing processes, policy, and systems.
* Two years previous experience as purchasing officer, manager, or related position.
* Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel).
* Experience with ERP/ CRM and QuickBooks is preferred.
* Excellent verbal and written communication skills; able to negotiate, establish, and process contracts.
* Able to multitask, prioritize, and manage time efficiently.
* Accurate and precise attention to detail.
* Able to make decisions in a fast-paced environment.

***Interested candidates, please send your resume and cover letter to Tom Donlan, tdonlan@extechinc.com.***

