

Job Description – Purchasing Manager

Salary Range	64N
Job Title	Purchasing Manager
Supervisor/Manager	Controller
FLSA	Exempt
Department	Finance
Purpose	Purchasing Manager is responsible for organizing and supervising purchasing functions of GVHC; managing daily activities in purchasing to include day to day and capital projects purchases; managing contracts including administering, negotiating, reviewing, renewing, filing, and evaluating for availability, price, term, and quality of products. Coordinating bid process and ensuring compliance with procurement conflict of interest policies and regulations.
Essential Duties and Responsibilities	<ul style="list-style-type: none"> • Demonstrates effective communication and problem-solving skills. • Lead and direct the work of purchasing clerks including hiring, training and supervising. • Contract management to include all aspects (e.g. administer, review, manage, file, evaluate, analyze, and negotiate). • Negotiate or renegotiate and administer contracts with vendors. • Administer bidding process and contracts (e.g. prepare specifications, evaluate bids, recommend vendors, etc.). • Research and evaluate vendors/contracts to ensure it is in compliance with government regulations (e.g. vendor debarment and suspension regulation). • Evaluate vendors to ensure its performance is aligned with established specifications. • Evaluate order and bid documentation. • Develop and implement purchasing and contract management instructions, policies, and procedures. • Review and maintain good record of purchasing files and records (purchase orders, contracts, etc.) to ensure its compliance with company policies and procedures and ensure the availability of documentation. • Back up purchasing clerk to include ordering of supplies/goods, equipment and material, reviewing, and processing/issuing of purchase order. • Review and monitor capital purchases to ensure its compliance with company policies and procedures. • Identify opportunities for cost savings. • Compile data from variety of sources for analyzing and ensuring compliance with company policies and procedures and monitoring of purchasing processes. • Continually improve purchasing methods/processes. • Response to inquiries from internal and external sources in providing information, direction, and or appropriate referrals. • Special projects and/or other duties as assigned.
Physical Demands	Must be able to lift up to 40 pounds and push up to 100 pounds (on wheels). Must be able to hear staff on the phone and those who are served in-person, and speak clearly in order to communicate information to clients and staff. Must be able to have vision that is adequate to read memos, a computer screen, personnel forms and clinical and administrative documents. Must have high manual dexterity. Must be able to reach above the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouching, reaching, kneeling, twisting/turning, fingering and feeling.
Work Environment	The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. The noise level in the work environment is usually average.
Education/Experience Requirements	<i>Training and Experience:</i> Bachelor's degree in business administration, accounting, economics or related field required. Minimum of three years of work experience in purchasing related field preferred. Computer literacy. Proficient in Microsoft Office Applications (Excel, Word, etc.). Demonstrates aptitude and precision working with numbers. Knowledge of purchasing policies processes, and procedures. Knowledge and ability to negotiate best

	vendor terms and pricing. Performed function with little or no supervision in a timely manner with acceptable quality. Strong interpersonal and communication skills. Highly organized, detail oriented, and able to multi-task. Ability to learn new software/processes.
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I have read this job description and understand the responsibilities and requirements of this position.

Employee's Signature & Date

Employee Print Name

Supervisor's Signature & Date

Golden Valley Health Centers retains the right to change or modify job duties at any time. The above job description is not all encompassing. Needs and requirements may vary according to business needs or necessity.