



### Job Description

**Title:** Purchasing Manager

**Location:** EarthRoamer – 5073 Silver Peak Ave., Dacono, CO 80514

**Reporting Manager:** Curtis DesEnfants, Director of Production

**Hours:** Full Time Monday – Friday: 8 AM to 5 PM

**Annual Salary:** \$60,000

### **Summary of Position:**

The focus of this purchasing manager will be people management, continuous improvement, lean manufacturing, material cost reduction, cycle count program, inventory, material replenishment planning, etc.

### **Essential Functions:**

- Manage company-wide purchasing process.
- Negotiate agreements and develop relationships with suppliers to ensure a “just in time” inventory framework that is reliable, consistent, and cost effective.
- Develop continuous improvement processes that result in higher quality materials as well as lower overall inventory levels and lower delivered costs.
- Be able to direct and evaluate the work of the purchasing and inventory team.
- Work directly with the Director of Production regarding weekly distribution and allocation of parts to technicians based on the production schedule.
- Work with engineering department regarding design changes and inventory levels.

### **Qualified candidate will have the following:**

- Must love inventory!

- Knowledge of automotive parts a plus!
- Minimum of 3 years prior experience with inventory and material control.
- Knowledge of purchasing policies and practices.
- Very strong analytical skills, strong judgment and problem analysis techniques.
- Exceptional verbal and written communication skills.
- Tough and tenacious attitude toward tackling & removing business obstacles.
- Knowledge of raw materials, production processes and quality control.
- Computer skills, including MS Office Suite, Word, Excel.

#### **General Requirements**

- Current Driver's license and clean driving record
- Ability to stand, sit for long periods of time
- Ability to lift up to 50 pounds

#### **Benefits**

You will be eligible for Medical, Dental, Vision, Life, and LTD/STD Insurance after 30 days of employment beginning on the 1<sup>st</sup> day of the beginning of the month.

You will be eligible for company 401k plan after 1 year of employment.

You will receive the week between Christmas and New Year's off as well as all other major holidays.

EarthRoamer reserves the right to conduct a criminal background check and drug test prior to employment.

Are you the person we're looking for? Reply to this ad with your resume. Let us know why you would be a good fit for EarthRoamer.

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