

Purchasing Manager

Adams-Columbia Electric Cooperative is now accepting applications for a **Purchasing Manager** to work at the organization's Friendship Office.

The Purchasing Manager's primary responsibility is to efficiently and accurately forecast, purchase materials, supplies, equipment, and coordinate this activity with the needs of all departments within the limits of approved procedures, policies, and budgets. Manage supply chain constraints as pertains to the electrical industry, while negotiating in the best interests of the Cooperative. Establish and maintain relationships with manufacturers, distributors and vendors to ensure reliability of materials needs and support. Responsible for all related reporting, tracking and recordkeeping. The position will oversee the Warehouse personnel in three offices.

An ideal candidate will have the following qualifications:

- Bachelor's degree in business.
- Five or more years of experience in warehouse management and purchasing.

ACEC is committed to creating a diverse environment and is proud to be an equal opportunity employer. We offer a competitive wage and full benefits package. To apply, or for more information, please visit <http://www.acecwi.com/Careers> to download an application. You may also pick up an application form in person at the Friendship office: **401 E. Lake Street, Friendship, WI. The deadline for applying is Friday, April 11 at 4 pm.**

EOE M/F/Disability/Veteran