

CLASS TITLE: Purchasing Manager

CLASS FUNCTION: Supervise the purchasing and warehouse staff, and processes. To efficiently and accurately forecast, purchase materials, supplies, equipment, and coordinate this activity with the needs of all departments within the limits of approved board policies, operating guides and procedures, approved work plans and budgets. Establish and maintain relationships with distributors to ensure the availability as ACEC's needs arise. Responsible for all related reporting, tracking and recordkeeping.

REPORTING RELATIONSHIPS:

- Reports to: Chief Financial Officer
- Supervises: Stores/Building & Grounds Keeper Crew Leader and Stores/Building & Grounds Keeper

EXAMPLES OF DUTIES: (illustrative, not inclusive)

- Responsible for forecasting, purchasing, and maintaining adequate stock of all materials, supplies, and equipment in all area offices to ensure efficient use of cooperative resources;
- Oversees scheduling, workload and daily duties for ACEC's Stores personnel;
- Assists in preparing, obtaining and evaluating items and services bid by the cooperative;
- Performs research, preparation of specifications, bidding review process, follow-up with dealers and vendors, delivery schedule and completing all necessary records and paperwork;
- Maintains accurate and complete records, test data and uploading product information into computer systems;
- Responsible for rubber gloves and rubber goods procedure which includes purchasing, testing, and maintaining records;
- Responsible for shipping products, materials and goods inter office or externally as needed;
- Approves invoices according to policies and direction;
- Plans, recommends, implements as approved, and evaluates department policies and procedures in a manner which ensures a consistent, uniform understanding and application of such policies, procedures, and specs by cooperative personnel;

- Becomes familiar with ACEC's operational standards and all aspects of the cooperative to gain an understanding of the materials and services purchased. Including directly working with the management to gain approval of new product specification;
- Coordinates and maintains communication with other departments which results in minimal redundancy;
- Develops and maintains good working relationships with outside vendors to ensure Cooperative receives favorable consideration with regard to purchasing and delivery of materials, equipment, and services;
- Maintains good working relationship with all departments as to workability of materials and equipment;
- Responsible for arranging non-vehicular equipment and tool repairs, warranty work, and overseeing the tool stock on hand;
- Assists in year ending physical inventory and periodic checks on all inventories;
- Plans and directs special projects as scheduled or requested, assigning elements of such projects to ensure meeting established status, reporting deadlines and lead times;
- Oversees the scheduling and coordination of workflow, providing direction and guidance as required to facilitate a directed and productive work effort;
- Contributes to department and Cooperative performance by completing other related duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities of personnel so classified.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of materials and supplies necessary for line construction and maintenance;
- Ability to prepare bid specifications, requests for proposal (RFP), and purchase orders;

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- Must possess excellent negotiation skills;
- Ability and skill for efficient time management and organization to emphasis on maintaining accurate records as a result;
- Ability and skill to develop and maintain effective working relationships with a wide variety of individuals and vendors;
- Ability to initiate and develop policies and procedures which will improve overall results;
- Ability to use a computer for Microsoft Office applications including but not limited to Word, Excel and Outlook, as well as specialized purchasing and inventory management software;
- Extensive knowledge of excel and pivot tables to demonstrate the skill and ability to perform data analysis and decision making from results.
- Ability to receive and communicate effectively work direction, processes, project status and deadlines, both orally and in writing;
- Ability to use the Cooperative's computer applications;
- Ability and skill to support teamwork by providing effective participation, cooperation and communication to increase employee morale, motivation, productivity and quality of production;
- Ability to supervise and coordinate tasks in a teamwork approach.

EXTERNAL RELATIONSHIPS:

- Dealer and Vendor Representatives
- Consultants
- Government (Local, State and Federal)
- Contractors

MINIMUM QUALIFICATIONS:

Graduation from a technical school with an Associate Degree in a technical area, such as Purchasing or Material Handling; five years experience in warehouse management and purchasing OR any equivalent combination of education and experience which provides the necessary knowledge, skills and abilities.

Valid Wisconsin Driver's License.

DESIRABLE QUALIFICATIONS:

Bachelor's Degree in business and Certified Purchasing Manager (CPM) designation.

PHYSICAL QUALIFICATIONS:

Work in a climate controlled office environment with minimal physical exertion; occasional bending, twisting, pulling and pushing to file and retrieve documents; lifts and carries up to 25 pounds; activities include daily work at a computer terminal. Interacts with vendors, suppliers and ACEC personnel via verbal and written communication.

Frequently makes visits to garage/warehouse, material yards, on or off headquarter site to visually inspect materials, often encountering extreme noise, vehicular traffic and slippery floors.

Occasionally travels to attend meetings or meet with vendors.

10/2025