

Purchasing Manager

Adams-Columbia Electric Cooperative (ACEC) is seeking a **Purchasing Manager** to join our team at the Friendship Office.

The **Purchasing Manager** is responsible for efficiently and accurately forecasting and purchasing materials, supplies, and equipment. The role involves coordinating procurement activities across all departments while adhering to approved procedures, policies, and budgets. Additional duties include managing supply chain constraints specific to the electrical industry, negotiating in the best interests of the Cooperative, and building reliable relationships with manufacturers, distributors, and vendors to support materials needs. The position also supervises Warehouse personnel in three offices and handles reporting, tracking, and recordkeeping of related processes.

Key Qualifications:

- Bachelor's degree in business.
- Five or more years of experience in warehouse management and purchasing.
- Proficiency in utilizing Microsoft Excel spreadsheets, including pivot tables and data analysis.

ACEC promotes equal opportunities and values diversity within our workplace. We offer a competitive salary and a comprehensive 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 to apply is **Friday, December 5th at 4 pm.**

EOE M/F/Disability/Veteran