

Location: West Point, GA

Job Title: Purchasing and Inventory Manager

Job Summary:

The Purchasing and Inventory Manager will oversee and direct the activities of the Purchasing Department, and also ensure accurate inventory tracking, reconciliation, and optimization, while enforcing compliance with inventory policies across multiple departments and entities. The Purchasing and Inventory Manager will be responsible for managing the process of sourcing and purchasing materials for Highline's Sales and Service Operations, evaluating, and negotiating pricing to achieve the best price on all items, ensuring quality, managing stock levels, and setting and managing item sale prices and margins. In addition, this role ensures the company's inventory is tracked, accounted for and optimized. The Manager must conduct regular audits and training sessions to uphold inventory integrity and implement corrective actions for any discrepancies discovered.

Duties/Responsibilities:

- Collaborates with other departments and leadership to identify and develop needs and requirements for equipment, materials, products, and acceptable substitutions.
- Conduct and monitor regular on-site physical inventory counts and reconcile discrepancies
- Define, document, and implement best practices for inventory management across all locations.
- Train and mentor inventory managers to ensure consistency in processes and compliance with best practices.
- Develop and oversee inventory training programs to enhance the proficiency of inventory managers.
- Monitor compliance with inventory control processes and take corrective action as needed.
- Assesses current material availability; reasonably predicts future availability based on the market, delivery systems, and other variables.
- Prepares and presents market conditions and merchandise cost reports.
- Prepares and processes purchase orders and requisitions for materials, supplies, and equipment.
- Drafts, explains, and implements instructions, policies, and procedures for purchasing and contract management.
- Evaluates and approves conditions for issuing and awarding bids.
- Resolves grievances with vendors, contractors, and suppliers.
- Maintains and/or implements purchasing and recordkeeping systems.
- Acts as the company's representative in negotiations with non-construction suppliers.
- Coordinates removal or disposal of surplus materials.
- Ensures accurate and timely inventory records.
- Reconciles inventory subledger to financials monthly.
- Assists Accounts Payable with purchase order issues.

- Performs other duties as assigned.

Required Skills/Abilities:

- Proficiency in inventory management software and ERP systems
- Experience with data analysis tools and techniques
- Strong analytical and problem-solving skills
- Excellent verbal and written communication skills, with proven negotiation skills.
- Detail-oriented with a high degree of accuracy
- Ability to work independently and as part of a team
- Strong understanding of inventory control principles and practices
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills with the ability to effectively train others.
- Ability to prioritize tasks and to delegate them when appropriate.
- Understanding of business and management principles.
- Thorough understanding of materials and supplies used in the company.
- Strong ethical standards and integrity
- Proficiency in Microsoft Office Suite, particularly Excel
- Ability to travel as necessary.

Education and Experience:

- Bachelor's degree in related field required.
- At least three years of experience in related field required.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 50 pounds at times.
- Must be able to access all areas of the facility to determine needs.
- Travel required.
- Must be able to complete various activities in the warehouse that may require hours of lifting, standing, and carrying.
- Must be able to pass pre-employment and drug screen (and Random Selections).
- Valid Driver's License is required

Print Name

Employee Signature

Date

