



POSITION TITLE: Director of Purchasing

LOCATION: Columbia, Maryland

PT/FT/TEMP: Full-Time

For over 40 years B/A Products has designed and developed products that are industry standard for OEM's and end-users of the Towing, Vehicle Recovery, Fire, Rescue, Auto Transport, Industrial, Agricultural industries and more.

POSITION SUMMARY

Directs and coordinates activities of personnel engaged in purchasing and distribution of materials, equipment, and supplies in organization by performing the following duties personally or through subordinate reports. The right candidate will be comfortable executing the full range of supply chain activities including developing the supply chain strategy, supplier development, managing import activities, issuing purchase orders and expediting deliveries. The ability to wear many hats and operate at all levels of the organization is critical for success. Servant leadership qualities and someone dedicated to a team environment will excel at B/A Products.

SUPERVISORY RESPONSIBILITIES

Directly supervises 4 to 6 employees in the Purchasing Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; evaluate performance; rewarding and disciplining employees; addressing complaints and resolving problems.

KEY RESPONSIBILITIES

- Plans, organizes, directs, and controls staff and activities related to the procurement function
- Participates in the vendor vetting process
- Prepares and maintains instructions regarding purchasing systems and procedures
- Negotiates or supervises the negotiation of complex requests for components, equipment, supplies, and services from suppliers and subcontractors, domestically and international
- Develops a system to evaluate vendor quotations that utilizes appropriate negotiation and purchasing techniques to ensure quality, price, delivery, and service domestically and international
- Analyzes market and delivery conditions to determine present and future material availability and prepares market analysis reports
- Designs, implements, manages, and monitors procurement reporting systems to meet company requirements
- Recruits and maintains suppliers that provide high quality products and services at a better price while maintaining the highest code of ethics and conduct
- Prepares and issues purchase orders and change notices
- Reviews purchase order claims and contracts for conformance to company policy
- Prepares and reviews bids, proposals, contracts and vendor agreements for legal correctness, price, and acceptability of items to specifications
- Oversees all activities related to procurement of a commodity, from intent to purchase through delivery of commodity
- Manages and oversees supplier performance evaluating program, provides appropriate and timely feedback and necessary corrective measures as required



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KEY RESPONSIBILITIES (CONT.)

- Assigns procurement requests to the appropriate personnel and evaluates and approves as required
- Determine, analyze and make recommendation for disposal of surplus materials

EDUCATION & EXPERIENCE REQUIREMENTS

Four (4) year college / university program degree; and/or five (5) to seven (7) years related experience or training; or equivalent combination of education and experience. International sourcing experience is required. Fluent in Mandarin Chinese is a plus.

CERTIFICATES, LICENSES, REGISTRATIONS

SPSM. CPPM

COMPUTER AND PLATFORM SKILLS

Knowledge and experience with Word Processing software; Excel Spreadsheet software; Project Management software; Order processing systems: Microsoft AX or equivalent ERP software; Manufacturing software: Microsoft AX or equivalent ERP software; Inventory software: Microsoft AX or equivalent ERP software; Internet; Human Resource and Payroll systems.