



Procurement Manager

Witmer Public Safety Group, Inc. is in need of a Procurement Manager for its fast growing emergency services equipment and supply company. In addition to numerous showrooms and a specialized outside sales force, the two e-commerce websites: TheFireStore.com and OfficerStore.com are powerful, brand-focused settings for our customers to experience our industry leading prices, product selection, and customer service.

This management position reports to the Executive Vice President. The successful candidate must be able to demonstrate previous purchasing management and inventory control and warehouse logistics experience with strong emphasis on customer service and cost reduction goals. **Must be in a retail distribution environment or some tangible product.** (No manufacturing or raw material buying managers need apply.) The Purchasing Manager oversees daily activities associated with the procurement of products and maintenance of supplier database including capabilities, cost analysis and key performance indicators. Assists in improving functional responsibility performance within Supply Chain. Manages the day to day purchasing relationship with all vendors.

Qualifications & Abilities

- 4 year degree in business, logistics or related field is required or equivalent work experience.
- 5-7 years management experience in purchasing department.
- Experience in inventory control and warehouse logistics management, with strong emphasis on customer service and cost reduction goals.
- Proficiency is required in Microsoft applications with emphasis on Excel.
- Possesses demonstrated analytical, communication and leadership skills in a team environment and ability to promote a productive work environment.
- Knowledge of general inventory policies, processes, and procedures.
- Possess excellent project management, organization and interpersonal skills.
- Possess ability to interpret, comprehend and apply complex material, data and instruction and present results and recommendations to senior management.
- Ability to meet all required deadlines; ability to change priorities quickly as needed; ability to independently handle stress and maintain a mature problem-solving demeanor.

Responsibilities

- Manages purchases.
- Supports and participates in vendor contract negotiations.
- Assists Supervisor, Buyers and staff with problem resolution related to vendor performance, product performance or invoice issues/discrepancies.
- Monitors inventory turns, excesses and initiates balancing resolution steps where possible. Initiates recommendations for additional resolution i.e. write offs, sales, etc. to upper management as appropriate.
- Hire, conduct performance reviews and discharge workers with the assistance of the Human Resource Department.
- Reviews min/max and non-planned items for appropriateness of current assignment and implements changes accordingly.
- Identifies process improvement opportunities and implements where feasible.
- Provides reports on daily, weekly or monthly basis as requested and required by senior management.

- Analyzes buys for appropriateness of volume, vendor selection and frequency in conjunction with departmental guidelines and corporate inventory goals.
- Identifies and initiates product source changes and/or negotiations to insure acquisition is at best possible cost.
- Implements and/or assists leadership with vendor contract negotiations, strategic planning, and ensure purchasing obligations are met in accordance with contractual obligations.
- Oversee maintenance of all master files i.e. vendor information, item files including unit of measure and pricing, cross references and replacement items.
- Establish and maintain department training to insure all personnel remains current in their expertise.
- Responsible for delegation of daily workload distribution for proper turn-around time and compliance to deadline.

To inquire about this position, please send resume and salary requirements via the following methods:

Email: khuntsman@WPSGinc.com

Fax: 888-335-9800 Attn: Karen Huntsman

Mail: Karen Huntsman, Witmer Public Safety Group, Inc., 104 Independence Way, Coatesville, PA 19320