



## **PURCHASING MANAGER**

Wigwam Mills, Inc. is a long-standing leader in the US-based development and manufacturing of high-quality, performance socks. We work together as a team and know that our greatest asset is a loyal, well-informed employee. Founded in 1905 by the Chesebro family, Wigwam remains privately owned today. Come join our family-owned business, proudly located in Sheboygan, WI for over 110 years!

### **PRIMARY POSITION FUNCTION:**

The Purchasing Manager acquires parts, equipment, and materials by developing sources of supply and monitoring supplier performance. This individual works directly with outside vendors and inside team members from all departments to ensure on-time deliveries that support customer requirements and production needs. The Purchasing Manager also plans and incorporates strategic purchasing initiatives; negotiates short- and long-term commitments with vendors; works closely with vendors to ensure expectations are met; and is responsible for exploring new vendors; materials, supplies, and processes to achieve the best quality, reliability, prices, continuity, and delivery. This individual will also work closely with the Operations team to identify areas for continuous improvement, monitor metrics, and implement cost-effective solutions.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Negotiate improved prices and terms of business with suppliers and review opportunities to make business savings utilizing negotiation and procurement best practice tools and methods.
- Attend daily production meetings – reporting on material levels, shortages, etc.
- Assess and evaluate suppliers and undertake performance reviews to ensure supplier performance meets or exceeds expectations.
- Coordinate outside value-added services, including order placement, inventory reconciliation, movement of product to and from vendors, material certifications/safety data sheets, and direct shipping of product to customers.
- Research competitive pricing for materials.
- Develop ideas and strategies to improve operational efficiency, add value, aid business performance and work towards a strategy of continuous improvement.
- Monitor all requirements for MRP-related material items and adjust purchasing parameters as needed, based on customer requirements, production plans, and inventory balances.
- Purchase goods, materials, components or services in line with specified cost, quality, and delivery targets.

- Ensure a continuous supply of required goods and materials, expediting deliveries when necessary, and communicate any supply problems which may pose a risk to or impact on business operations.
- Maintain appropriate inventory levels consistent with targeted inventory goals and as set by leadership.
- Ensure purchasing documents are complete and accurate, including appropriate terms and conditions.
- Complete and maintain all required paperwork records, documentation, etc.
- Follow-up with vendors to resolve issues related to delivery dates, price or quantity discrepancies, damaged freight or other issues that may arise and communicate findings to appropriate internal departments.
- Maintain accuracy of information within ERP, including lead-time, pricing, current supplier information, current purchase order data, standard costs, etc.
- Monitor minimum, maximum, safety, and current inventory levels of purchased items; making recommendations to management for adjustments to levels.
- Work with vendors to improve service, quality and delivery of product and lead performance improvement activities when needed.
- Research and evaluate areas of opportunity, explore alternate sources for goods and materials, and reduce costs where possible.
- Enter all purchase orders into the computer system. Route and confirm orders with suppliers.
- Confirm purchase order acknowledgements for contracts. Monitor contracts and notify the appropriate contacts as contracts near completion.
- Maintain other master files that support the Purchasing application.
- Enter standards for purchased items as needed.
- Coordinates external product testing.
- Own operations metrics and communicate to the organization on a regular basis.
- Work with operations and other departments to accomplish goals.

## **EDUCATION AND EXPERIENCE REQUIREMENTS:**

### **REQUIREMENTS:**

- Bachelor's degree in a business related major required and at least 4 to 6 years of operations/purchasing experience in a manufacturing environment; 8+ years in an operations/purchasing experience in a manufacturing environment will be considered in lieu of a bachelor's degree.
- Excellent verbal and written communication skills including the ability to effectively communicate with all internal customers and vendors.
- Understanding of production planning and control processes and the impact these processes have on the entire organization.
- Excellent computer proficiency (MS Office – Word, Excel).

- Exceptional attention to detail is required.
- Must be able to work under pressure and meet deadlines while maintaining a positive attitude and providing exemplary customer service.
- Ability to work independently and to carry out assignments to completion within prescribed deadlines, routines and standard accepted practices.

**PREFERENCES:**

- APICS or CPIM certification

**PHYSICAL REQUIREMENTS:**

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.
- Must be able to lift and carry up to 20 lbs.
- Must be able to communicate clearly on the telephone, in person or electronically.
- While performing the duties of this job, the employee is frequently required to sit or stand; talk or hear and use hands to handle or touch objects or controls.

**WORK ENVIRONMENT:**

- Office and factory environment.
- Must work within the written safety policies and guidelines of the organization.