

Purchasing Director

Reports to: General Manager
Division: Everts Air Cargo

Department: Administration
Station: FAI

Job Summary:

The Purchasing Director leads the development and management of the company's strategic sourcing strategy for materials, parts, and services, including operational services. This individual drives efficiency and effectiveness and mitigates Everts Air's risk in third party relationships associated with purchases. This individual plans, directs, and coordinates the activities of purchasing staff who require materials, products, and services. The Purchasing Director prepares and processes requisitions and purchase orders for supplies and equipment, monitors and gains approval for complex higher dollar purchases and contracts, and ensures that competitive pricing and negotiations are conducted in accordance with best practices and corporate guidelines.

Essential Functions:

1. Develop sourcing strategies with business leaders for specific item categories using focused industry analysis, business knowledge, competitive analysis, and sourcing expertise.
2. Advise management on short-term and long-term financial objectives, policies and actions related to purchasing.
3. Develop and execute strategies such as lead time reduction, supplier rationalization, material cost reduction, improved payment terms, spend concentration analysis, internal spend analysis, potential savings, and/or urgency of business need.
4. Establish project plans to ensure that contractual work is completed on schedule, within scope, and aligned with company strategies. Assist with contractor grievance resolution.
5. Engage in the negotiation of supply agreements with specific suppliers resulting in an implementation strategy, cost model, and a documented agreement to include product availability and terms of sales. Resolve vendor issues as required.
6. Develop and update specifications for equipment, products and/or substitute materials purchased by EAC.
7. Ensure that all parts come from certified repair stations and approved suppliers.
8. Ensure compliance with internal and external policies and regulations including adherence to regulatory and other contractual requirements such as DOD.
9. Provide management reports alerting management to areas of concern.
10. Direct, monitor and report on procurement projects.
11. Ensure adherence to approved Maintenance Provider List.
12. Create and foster a collaborative team environment and communicate effectively with suppliers, internal customers, peers, and senior management.
13. Identify and implement improvements to supply chain using research, supplier relationships, industry knowledge, and best practices (i.e. cost savings, new technologies and innovations and operating efficiencies).
14. Establish and maintain strict inventory control measures such that all inventories comply with company standards.
15. Train and mentor purchasing staff to ensure consistent practices are in place and consistently followed.
16. Streamline buyer's workflow to better utilize time and skills.
17. Assess purchasing staff competencies and skill gaps. Create a plan to bridge individual and departmental skill gaps.
18. Provide direction and assistance to other departments regarding Purchasing.

Additional Responsibilities:

Safety

1. Comply with all safety aspects, specific practices and procedures of the work scope and position(s).
2. Be familiar with the Company's Safety Management System (SMS) and Occupational Safety Manual (OSM).
3. Contribute to the Safety Culture of the Company and report any Safety Hazards.
4. Required to learn and understand Dangerous Goods Transportation requirements.
5. Keep your work areas clean and free of hazards; correct unsafe conditions when encountered and report those, that you are unable to personally correct, to a supervisor.

Security

1. Comply with all security practices, policies, and procedures as trained.
2. Maintain employee vigilance and report all security concerns.

Administrative

1. Build an organizational culture in which passion for continuous improvement is innate.

2. Ensure adherence to procedures that promote the health and welfare of all employees.
3. Promote the mission, vision, and values that the Company has developed, and ensure adherence to the Everts leadership manual and employee handbook.

Physical Abilities:

The Physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

1. Ability to reach horizontally and vertically with arms. Sufficient dexterity to manipulate small objects and print or write legibly.
2. Sufficient physical ability, strength, mobility, and stamina to lift, carry, push, or pull objects which may frequently exceed 70 pounds in a series of functional tests which clearly simulates the work environment.
3. Physical ability to sit for extended periods of time.
4. Requires the ability to be sedentary for extended periods of time.
5. Shall perceive the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Qualifications:

1. Bachelor of Science degree in Finance, Accounting, Economics, Materials, Business, or related field. 3-5 years of Leadership Experience in Purchasing.
2. Proficiency in Microsoft Office. CPIM or CSCM Preferred
3. Requires the ability to coordinate with a variety of Management personnel. and must be self-motivated, organized, and comfortable with frequent change.
4. Solid analytical skills and solution-driven thinking; collects and researches data; uses intuition and experience to complement data. Makes good decisions based upon a mixture of analysis, wisdom, experience, and judgment.
5. Identifies and resolves problems in a timely manner; develops alternative solutions; works well in a group problem solving situations; presents ideas and information in a manner that gets others' attention; displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions includes appropriate people in decision making process.
6. Solid understanding of cost accounting, cash flow and inventory turns.
7. Must be self-motivated, organized, and comfortable with frequent change.
8. Knowledge of inventory management concepts and Management of Material Resources-Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
9. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
10. Understanding of overall materials flow and other function linked to the Supply Chain.

This job description in no way states or implies that these are the only duties to be performed by this employee. He or She will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

Everts Air Cargo is an Equal Employment Opportunity Commission compliant (EEOC) employer.

Employee Signature _____ Date _____

Employee Printed Name _____