

# Job Description

<b>Job Title:</b>	Global Purchasing Manager	<b>Revision Date:</b>	8/16/2023
<b>Work Location:</b>	Westbrook, ME		
<b>Department:</b>	Operations		
<b>Reports to:</b>	Director, Global Supply Chain (Jack Wood)	<b>FLSA Status:</b>	Exempt
<b>Summary:</b>			
<p>As Global Purchasing Manager you are responsible for guiding the activities of the global buying team. This team is responsible for the goods, services, and equipment contributing to the success of the business. While you retain direct responsibility for some key suppliers and relationships your focus will be managing the performance of the team. The buying team must be efficient, and the selection of suppliers and the subsequent management of their performance is an essential aspect of this position.</p> <p>You will work in coordination with the Global Planning Manager to align the purchasing plan and purchase order deliveries to meet production, inventory, and revenue goals for all global sites. Additionally, you will ensure that the balance of quality and cost is always maintained so that our finished products conform to requirements, and that our cost of goods is in line with financial performance expectations.</p>			
<b>Essential Functions:</b>			
<ol style="list-style-type: none"> <li>1. Lead the team of global buyers to meet material requirements at all AI sites</li> <li>2. Manage existing suppliers for our success, meeting the quality and delivery requirements we establish</li> <li>3. Discover and develop new suppliers for redundancy and to mitigate risk, or to replace existing suppliers</li> <li>4. Manage and evaluate the individual performance of the buyers in the team, and encourage professional development and advancement</li> <li>5. Work with new product development teams to permit early involvement of purchasing</li> </ol>			
<b>Experience Requirements:</b>			
<ol style="list-style-type: none"> <li>1. History of successful experience in purchasing and planning</li> <li>2. Experience managing the procurement process</li> <li>3. MRP/ERP system experience at a highly proficient level</li> <li>4. Excellent analytical skills (tools like Excel, PowerBI, and similar)</li> <li>5. Excellent communication skills – written, verbal, and quantitative</li> <li>6. Proven success in negotiating with, and managing suppliers of diverse sorts</li> <li>7. Demonstrated interpersonal skills, particularly pertaining to internal relations</li> <li>8. Work experience in a technical enterprise (electronics, manufacturing)</li> </ol>			
<b>Education Requirements:</b>			
<ol style="list-style-type: none"> <li>1. Minimum Bachelor’s degree</li> <li>2. Professional certification (ASCM, ISM)</li> <li>3. Commitment to continuing education in the profession</li> </ol>			
<b>Physical Requirements and Working Conditions:</b>			
<ol style="list-style-type: none"> <li>1. Work in an office environment</li> <li>2. Some travel required throughout the year. Mostly domestic, some international.</li> </ol>			
<b>Application Process:</b>			
<p>Interested candidates should send their resume to:</p> <p>Human Resources  <a href="mailto:Jobs@aicompanies.com">Jobs@aicompanies.com</a></p>			

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time