

McWANE DUCTILE OHIO
EXTERNAL NOTICE OF SALARIED JOB OPENING

Date: 04/15/2024
Job Title: Purchasing Manager
Position Reports to: Supply Chain Manager

Employment: Full Time (Min 40 hours)
FLSA Exempt E7
Shift: Days & as needed

McWane, Inc. is an equal opportunity employer. Employment is made available to all persons without regard to race, color, religion, sex, national origin, age, and marital status, disability that does not prohibit performance of essential job functions with reasonable accommodation, Vietnam Era or veteran status. This policy applies to hiring, placement, recruitment, rates of pay or other forms of compensation, benefits, promotions, transfers, layoffs, recalls, Company-sponsored training, terminations, and other employment-related activities.

Basic Duties and Responsibilities: Plans, directs, and coordinates the purchasing of scrap, raw materials, PPE, consumables, and services while leading a small team of buyers. Utilizes a sound knowledge of the principles, legalities, and best practices of purchasing and procurement. Uses reliable techniques in all aspects of procurement and vendor management. Negotiates contracts and works with Corporate on specific mandates. Develops long-term procedures and programs.

- Develops, organizes, and oversees processes and activities related to contract management, policies, and the procurement function.
- Analyzes scrap and raw material market and delivery conditions to determine present and future material availability, reporting as needed.
- Works with various production and support departments in the development of vendors and specifications for equipment, as well as trialing of products or substitute materials.
- Develops suppliers and maintains approved vendor list through audits and scorecards that review their quality, pricing, delivery, and service while maintaining the highest code of ethics and conduct.
- Ensures best bidding, negotiating, purchasing, receiving, and inventory practices are established and being followed by the team. Sets up systems for these activities where they are lacking.
- Handles international orders and shipments while ensuring due diligence is being done in all transactions.
- Ensures vendor managed inventory programs are being followed per company expectations.
- Resolves quality issues with suppliers and arranges for disposal of excess or obsolete materials.
- Creates purchase orders and reviews purchase requests to ensure best pricing and conformance to company policies and expediting as needed.
- Develops systems that help ensure zero missed discounts and late invoice payments.
- Ensure all products are double sourced.
- Establishes systems that assure accurate inventories; supports the team in annual consumable inventory.
- Creates and maintains a culture of continuous improvement.
- Develops departmental goals and communicates employee performance expectations. Coaches as needed.
- Keeps the Supply Chain Manager informed of all complications or problems in a timely manner.

Supervisory Responsibilities: Leads the team of Buyers. Hiring, interviewing, training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Minimum Qualifications:

- Bachelor's degree with 8 years in a purchasing role in a manufacturing industry (preferred) or High School diploma/GED with 12 years purchasing experience.
- Working knowledge and track record of implementing best practices in purchasing or inventory management
- Knowledge of production materials and services, industrial PPE, and manufacturing processes required.
- Must be flexible but have a sense of urgency with the ability to manage time and priorities.
- Must be analytical and detail oriented.
- Must have strong written and verbal communication skills with the ability to discuss issues in group settings.
- Computer literate; proficient with Microsoft Windows, MS Office programs and applications. Experience in

Sage, JD Edwards, Maximo, and/or any ERP system is highly preferred.

- APICS/ASCM CPIM or CSCP preferred.
- Ability to work with a diverse group of people and encourage and motivate people to take ownership and pride in their work. Demonstrated experience with driving and maintaining change

Physical Demands: The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, to finger, handle or feel; reach with hands and arms and talk and hear. The employee is occasionally required to climb or balance, stoop, kneel, bend, crouch or crawl, and taste or smell. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, outside weather conditions, extreme heat and vibration. The noise level in the work environment is usually moderate.

How to Apply

Interested candidates must complete an online McWane Ductile Ohio Application Form which can be accessed at <http://careers-mcwane.icims.com>. Employment is contingent upon satisfactory completion of a Company Application, Confidentiality, Assignment and Non-Competition Agreement, criminal background check, professional reference check, health assessment and pre-employment drug screen.