

Procurement Manager

Reports to:
PaulB LLC President

Job ID: 127101

Entity:
PaulB LLC

Job Classification:
First/Mid-Level Manager

Summary and Objective:

To effectively lead and manage the PaulB LLC Buying Group, within the values and mission of Paul B Zimmerman Inc. This group is responsible for sourcing products needed for sale, maximizing the effectiveness of vendor relationships, measuring and managing metrics that drive financial performance, and maintaining a culture of excellence and respect within the PaulB Purchasing Guidelines.

Essential Functions:

- Develop & maintain key metrics for primary functions of the Buying Group, including sales, gross margin, GMROI, turns, stockouts, inventory growth, vendor performance, fulfillment, etc.
- Maintain highly productive vendor relationships, assist Buyers in specific negotiation situations, and research new vendors and sources to ensure best value
- Reinforce understanding of sales and vendor competitor pricing and product offerings, to maximize sales and gross margin performance
- Manage team and individual performance to achieve goals set for the Buying Group, including coaching sessions and conducting performance evaluations
- Reinforce a team attitude throughout the Buying Group, all related teams within PaulB LLC and PBZ Inc.
- Recruit & select team members for the Buying Group with the assistance of the President & HR Dept.
- Create & document training outlines and maintain employee training & development schedules
- Software development – continual research, encouragement of ideas, and implementation of “next generation” capabilities within the software platform
- Develop awareness of national & local trends, new products, and customer interests personally and for the Buying Group
- Buying and purchasing duties for select group of vendors and product categories – a working leadership role

Characteristics and Competencies:

- Energetic, forward-thinking, and creative individual with an appropriate professional image.
- Able to handle stress, deadlines, and expectations with a pleasant and professional demeanor
- Well-organized and self-directed individual who works well within a team and has strong team building skills
- Ability to respond effectively to the most sensitive inquiries or complaints
- Possess a reputation of dependability, honesty, and humility.
- Excellent communication skills in all formats – face-to-face, phone, email, etc.
- Strong math and computer software skills, including spreadsheets, databases, and documents

Required Education and Experience:

- Leadership & management experience in a purchasing and buying environment

Preferred Education and Experience:

- Leadership & management experience in a Retail purchasing and buying environment
- Bachelor's Degree in Business, Management, or similar focus
- Retail Software Experience - including purchasing and retail sales modules

Work Environment:

This job operates in an open-plan, professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and scanners. The schedule is mostly weekday hours, and some Saturday or evening hours may be required to meet team goals.

Physical Demands

While performing the duties of this job, the employee is regularly required to: stand for extended periods of time, sit for extended periods of time, repetitive motions, lifting (up to 50 lbs.), speaking, listening, and seeing, walking, use eyes, hands, finger, or feet, and reaching with hands and arms, and so forth.

Travel:

Periodic travel required – vendor visits, vendor show attendance, industry networking, product and sourcing research. Includes some extended/overnight trips as well as day trips.

Other Duties:

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Essential functions and duties may change at any time.

Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee's Signature: _____ Date _____