



Job Description For Purchasing Manager

Harmony Enterprises, the solutions provider for waste and recycling and an Equal Opportunity (EEO/AA) Employer, is hiring for the position of Purchasing Manager.

Harmony's Purchasing Manager is responsible for the supervision, administration, and coordination of purchasing, policies, processes, methods and procedures that are designed to improve our purchasing needs.

Responsibilities

- Identify opportunities and implement changes to improve purchasing needs
- Purchasing process management
 - Ordering materials, goods and supplies as needed based off schedule and forecast
- Assess supplier profiles and analyze offers
- Manage relationships with key suppliers to maintain quality of goods, timely delivery and compliance to terms of contract
- Monitor stock levels
- Develop and implement purchasing and contract management instructions, policies and procedures
- Analyze market and delivery systems in order to assess present and future material availability
- PO / Receiving / Invoice Verification
- Pull monthly/quarterly reports
- Process parts warranty
- Work with various Departments to determine Purchasing priorities.
- Internal Customer Support

Required skills/experiences: Excellent communication skills, MS office software skills, able to work in team-oriented environment, quick learner, and a self-motivated problem solver.

Potential candidates must align with our Core Values of committed, passionate, innovative, having the courage to make a difference, and be someone who enhances our shared experience.

Preferred skills: Experience as Purchasing or similar role, Experience in a manufacturing atmosphere.

This is a salaried position and pay will be based on experience.

Interested candidates, please submit resume to: Ramon Hernandez at ramonh@harmony1.com or mail to Harmony Enterprises, Inc. 704 Main Ave N, Harmony, MN 55939.