



POSITION: PURCHASING MANAGER

SUMMARY: The **PURCHASING MANAGER** oversees the organizing and supervising of daily purchasing functions.

REPORTS TO: LOGISTICS & MATERIALS MANAGER

COMPETENCIES:

- + Setting and delivering on strategic goals.
- + Managing vendor and partnership relationships.

HOW YOU ADD VALUE:

- + Lead and coordinate activities of personnel engaged in buying/quoting raw materials, components, secondary services, machinery, and supplies.
- + Evaluate and implement standard operating procedures related to expediting and purchasing strategies.
- + Manage the daily procurement functions, including creating, issuing, and updating purchase orders, managing import/customs clearance activities, and expediting high-risk open purchase orders.
- + Negotiate and evaluate suppliers' capability, quality, reliability, and price competitiveness.
- + Support other departments with quotations for the purpose of cost calculation and projects.
- + Analyze market and delivery systems to assess present and future material availability.
- + Review and approve requisitions, invoices, work orders, open order reports, and demand forecasts to estimate peak delivery periods and issue work assignments.

REQUIRED EXPERIENCE & EDUCATION:

- + 7+ years of demonstrated knowledge in purchasing strategies.
- + Experience managing and leading a team.
- + Minimum education: Bachelor's Degree.

SUPERVISORY SKILLS:

- + Supervise, schedule, direct workloads, and perform administrative duties for the department.
- + Carries out supervisory responsibilities in accordance with company policies and applicable laws.
- + Responsibilities include safety compliance, training employees, appraising performance, rewarding and disciplining employees, addressing complaints, and resolving problems.

WORK AUTHORIZATION: *US Person*

HOW TO APPLY:

Interested candidates may apply by [submitting an application online](#) OR by emailing your resume to careers@pekoprecision.com. To view all current job openings, please visit pekoprecision.com/careers.

APPLY



PEKO PERKS:

OUR ADVANTAGEOUS BENEFIT PLATFORM

- + Competitive Compensation
- + Medical, Dental, Vision
- + Flexible Spending & Health Savings Accounts
- + Life, Short, and Long-Term Disability
- + Recognition Awards

WE CARE ABOUT YOUR FUTURE

- + 401k Plan and Match Incentives
- + Financial Wellness Advisory Services
- + Educational Seminars
- + Employee Development Plans / Mentorships

WE CARE ABOUT YOUR LIFE OUTSIDE OF PEKO

- + Vacation, Bereavement & Civil Responsibility Compensation
- + Paid Holidays / Floating Holiday
- + Wellness Screenings and Seminars
- + Employee Assistance Program
- + Employee Discount Programs

WE CARE ABOUT YOUR SAFETY AND THE ENVIRONMENT

- + Lean, Sustainable, and Environmentally Friendly Environment
- + Safety and Violence Preparedness Instruction
- + On-site Physician / Medical Response Team
- + Mutual Respect and Violence Prevention Training

PEKO IS A PREFERRED PLACE TO WORK

- + We have had a reputation as a stable, diversified contract manufacturer for over 50 years.
- + We are environmentally and sustainably conscious.
- + We are a mid-sized company that knows your name and recognizes your achievements.
- + We have a multi-generational and culturally diverse workforce.
- + We are involved in the community and in corporate sponsorships.
- + We provide life-long learning and educational opportunities.
- + We have a balance of a tenured workforce and new talent.

ABOUT OUR COMPANY: PEKO Precision Products participates in a full range of manufacturing aspects from innovative technology solutions to electromechanical product manufacture, including vertically integrated contract manufacturing. These activities take place in our expansive 350,000 sq. ft. of modern climate-controlled manufacturing floor space, and supported through highly skilled engineers, trades people and a commitment to investing in the latest industrial equipment and technologic tools.

PEKO Precision Products, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation, and training.