

Job Title: Manager Procurement Operations

Reports to: Director Procurement

FLSA: Exempt

SALARY RANGE: DOEE

Summary:

Leads and directs the activities of the Procurement Operations Department across the Purchase to Pay activities. The process starts with the conversion of the requisition to a purchase order and ends with payment to suppliers. The position will develop near and long-term strategies with a continuous focus on automation and productivity. Utilizing outside benchmarks the person shall be capable of driving productivity and automation to best in class in the areas of auto PO's, shipment conformation, on time delivery, efficiency, and effectiveness etc. This position will work cross functional with manufacturing, accounting and finance, sourcing, and IT to drive and deliver long term strategies that exceed customer needs. This Position must have the ability to be a change agent who will look for and drive new and best practices to deliver leading performance. The successful candidate will have 5-8 direct reports handling purchase orders over \$125MM in spend across hundreds of SKU's.

Job Responsibilities and Duties:

- Develops, monitors, and improves KPI's to external benchmarks including but not limited to PO process time, auto PO's vs manual PO's, delivery timing, paperwork compliance, complaint closing etc.
- Develops a world class operations group regarding efficiency and effectiveness
- Works with IT/ERP departments to automate Requisitions to pay process
- Defines and agrees upon roles and responsibilities with regards to those departments which touch the purchase to pay process.
- Creates and executes upon a long-term strategy that allows for growth while aligning with corporate and business strategies with a long-term eye on productivity.
- Manages and improves performance of 5-8 reports
- Establishes a good and collaborative relationship with existing and new suppliers
- Leads and builds successful teams - progressive organizational structure, individualized personnel development, people resource management and creating an inclusive environment

Qualifications:

- Bachelor's Degree in Supply Chain Management, Logistics, Business Management. MBA a plus
- 10+ years' experience in a Supply Chain Management/Procurement Operations role
- Process knowledge and functionality in ERP systems around the requisition to pay process, preferably Infor.

- Proven track record for process improvement abilities
- Comfortable working across multiple functions to gain buy in and advance productivity opportunities.
- Process oriented to drive productivity and best in class performance across Procurement Operations and Procurement utilizing outside benchmarks.
- Highly motivated, results focused and act with a high sense of urgency
- Ability to interface and communicate clearly and effectively (both orally and in writing) across all levels of the organization, including senior executives.

PHYSICAL DEMANDS:

The physical demands described here 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 required to occasionally alternate between sitting and standing positions. The employee frequently is required to reach with hands and arms, use hands and fingers to handle controls, computer and mouse; talk and hear. The employee is occasionally required to walk, stand, stoop, and lift as required to file documents or store materials throughout the work day. Specific vision abilities required by this job include close vision and the ability to adjust focus. Proper lifting techniques required. May include lifting up to 25 pounds on occasion.

We are an equal opportunity employer.