

Purchasing Manager Job Description

We are seeking an experienced Purchasing Manager to lead our procurement activities from both Asia and USA supply markets. The Purchasing Manager's responsibilities include developing purchasing strategies for seasonality, maintaining positive relationships with suppliers, coordinating with internal teams (both US and China) regarding supply needs, overseeing inventory level, and leading the purchasing team.

Purchasing Manager Job Responsibilities:

- Developing and implementing purchasing strategies through understanding of sales forecast, supply chain performance, and seasonality.
- Managing daily purchasing activities, supervising staff, and allocating tasks.
- Managing overseas supplier relations through LEM China organization for best price/quality ratioed products, and on-time deliveries.
- Maintaining supplier database, purchasing records, and related documents.
- Establishing S&OP process for purchasing department.
- Establishing inventory target through understanding of LEM business and managing inventory needs.
- Taking actions on inventory issues illustrated by various inventory reports such as Back Order Report, Inventory Turn Report, and etc.
- Establishing KPIs for purchasing department.
- Monthly inventory reporting and analysis.
- Inbound container management.
- Working to improve current practice and process and establishing new practice and process when necessary.

Purchasing Manager Requirements:

- Minimum of 5 to 7 years of working experience in overseas procurement with strong knowledge in Asian supply chain.
- Experience in purchasing and inventory fields that is the same or like what we are looking for.
- Supervisory experience in managing staff.
- Strong in critical thinking and problem solving.
- Proficiency in Microsoft Office (especially Excel) and purchasing software.
- Excellent communication skills, both written and verbal.
- Strong planning and organizational skills.
- Ability to work independently.