

Purchasing Manager Job Solicitation

Schilling Lumber Company is a progressive and forward moving company that has been in business since 1945 and has roots in the home building business dating back to 1899.

As a private, family owned and operated company Schilling Lumber is the largest full time private employer in Saint John, Indiana.

Schilling Lumber is the leading seller of many building and supply products:

Schilling offers advancement opportunities to all who desire to move up within the company. Hard work, dedication, looking out for the company's best interest along with never settling for just fitting in will get you ahead and consequently growing your earning potential.

Schilling is currently recruiting a professional and energetic Purchasing Manager for their Saint John, Indiana location.

Job Duties

- Represent company in negotiating contracts and formulating policies with suppliers.
- Direct and coordinate activities of personnel engaged in buying, selling, and distributing materials, equipment, machinery, and supplies.
- Interview and participate in hiring staff, and oversee staff training.
- Locate vendors of materials, equipment or supplies, and interview them to determine product availability and terms of sales.
- Prepare and process requisitions and purchase orders for supplies and equipment.
- Develop and implement purchasing and contract management instructions, policies, and procedures.
- Maintain records of goods ordered and received.
- Participate in the development of specifications for equipment, products or substitute materials.
- Analyze market and delivery systems to assess present and future material availability.
- Resolve vendor or contractor grievances, and claims against suppliers.
- Maintain respect the workplace
- Communicate with Sales Manager to ensure all tasks are complete and customer service is excellent
- Be innovative and provide recommendations for improvement in department as well as internal customers.
- Any other duties as required by Management

General Tasks and Responsibilities

- Manages individual unit with an operational or functional area.
- Takes part in planning, organizing, reviewing and controlling a unit with an operation or function area.
- Directs other employees.
- Prepares and submits operations report to upper management to inform them of current operations status and to make recommendations to improve efficiency and effectiveness.
- Selects, trains, develops and motivates staff to maintain operations.
- Responsible for policy implementation within their respective areas
- Communicates with employees with regards to individual performance
- Responsible for cost management

Education and Knowledge:

- Degree in Business or related field, or equivalent experience
- Working knowledge of the following computer programs
 - Excel, Word, Windows
- Previous purchasing and negotiating experience is mandatory
- Excellent math aptitude and completion of math test with 100% passing grade
- Excellent organizational skills with the ability to multi-task
- Exceptional communication and interpersonal skills
- Ability to gain thorough knowledge of lumber book
- Knowledge of products sold and facility locations
- 90% passing grade on Industry test
- Ability to gain full functionality of Activant (Point of Sale)

Mission- To provide our customers what they want, when & where they want it, on time and error free as efficiently as possible