



Purchasing Manager

Looks after all or part of the purchasing of raw materials, manufactured or semi-manufactured parts or services needed for the production in the company.

Prospects the markets, assesses the suppliers' capacity to match the requirements in terms of costs, deadlines, quality and quantity.

Negotiate best possible conditions, keeping in mind the overall technical and commercial goals.

Liaises with suppliers, production, marketing and research and development.

Can manage a team.

CONDITIONS OF WORK

The position is part of the purchasing department in a large or medium-sized company ; in small companies this job is generally covered by technical production managers. The work involves liaising with the production, quality, marketing, R&D, procurement, methodology and sales (technical problems) departments.

It also involves frequent travelling to meet suppliers, sub-contractors, to go to trade fairs and exhibitions, sometimes abroad.

BASIC SKILLS AND TECHNIQUES

- Identify and negotiate the best possible services and supplies.
- Specify the needs of the internal departments (production, quality, design office, methodology, sales...).
- Close deals and establish purchasing contracts including all necessary technical, economic and legal warranties.
- Follow up on contracts.
- Prospect and assess suppliers and sub-contractors (market survey) in order to achieve optimized profitability (costs, deadlines, quality, quantity ...).
- Set up precise specification sheets for the suppliers.
- Update a database of supplier and product information by visiting exhibitions and trade fairs and reading technical magazines.

RELATED SKILLS

- Speak fluent English.
- Speak and understand another foreign language.
- Be familiar with management software.

REQUIRED QUALITIES

The job requires to be able to:

- Debate and convince in order to close negotiations with suppliers.
- Establish partnership relations.
- Evaluate risks and make decisions concerning the choice of suppliers and sub-contractors.
- Anticipate technical developments in order to suggest modifications in the products and the equipment used.
- Co-operate with the managers of the technical departments.
- Anticipate market fluctuations (various information sources).