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**Sample Job Posting Template**

**Job Title: Purchasing Director**

**About Us [*or* What Makes Our Company Special]**

*Include all the cool things about your company and what makes your firm special. As an example:*

PTDA Bearings & Power Transmission, Inc. is a small family business that believes our employees are part of the family and our company is part of the community. From our central location for the past 84 years, you may have seen us pitch in at the local food bank, sponsor a Little League team and hold a holiday open house for the community.

**Our Values**

*Explain how the position fits in the company and why it is important. As an example:*

Our mission is to keep our customers, our suppliers and our employees saying good things about how they were treated.

*Explain why this position is important to your company:*

The purchasing director is the individual responsible for negotiating with vendors to get the best pricing for the supplies, services and equipment we purchase. This has a direct impact on the bottom line, so it is very important the individual hired is able to negotiate for good pricing and terms. Our profitability has a direct impact on what benefits we can offer to employees.

**The Job**

*List three-five tasks the person is responsible for. Use an active voice.*

The purchasing director is the key contact for supplies, services and equipment vendors and needs to be realistic in their negotiations with vendors. This position needs to establish relationships with vendors and at the same time investigate the market to see if there are better options for the company.

* Responsible for the establishment of purchasing policies and procedures and reviews compliance to these.
* When current vendors are unable to meet our needs, the purchasing director is responsible for developing new sources of supply.
* Reviews all vendor bids and determines which is accepted.

**The Ideal Candidate**

*Describe the kind of person who would be a perfect fit for the job.*

The ideal candidate for this critical position has at least five years of price negotiating experience. Must have a bachelor’s degree in a business-related field. Needs to have at least three years of experience with managing people. They must be able to determine the company’s needs and provide the best options in securing supplies, services and equipment. The ideal candidate will be people-oriented, a good communicator and be able to relate to all types of people.

**Our Offer**

*What’s in it for them (besides the job)? For this level of position, benefits such as retirement planning, paid health insurance and paid time off as well as a flexible work schedule are important. Remember to include benefits, especially any that you believe are unique to your company. Potential candidates are interested in salary/pay rate. You may want to consider including to help weed out those not willing to work for what you’re offering.*

We offer a competitive salary and benefits package and provide 20 paid days off a year at this level. We also provide health and dental insurance for you and your dependents as well as a 401(k) with employer match up to four percent.

*Include any other additional information that would help a candidate learn more about your company. As an example:*

To learn more about us, watch our video at youtube.com/PTDABearings.

*Close with letting the candidates know how to communicate with you. It is essential that you offer an electronic way for them to apply.*

Let us know you’re interested! Click on the link below to apply or email your resume to HR@PTDABearings.com.