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**PTDA Bearings & Power Transmission, Inc.**

**One Sprocket Lane**

**Reducer Springs, Michigan 48000**

**PT/MC Job Description**

**VP Purchasing**

**Reports to:** CFO

**Job Summary:**

The VP of Purchasing is responsible for sourcing and negotiating prices on all procured items. This position manages the Buyer, Purchasing Managers and Purchasing Director who are responsible for ordering and expediting all orders to meet the production schedule.

**Job Functions:**

* Source, negotiate and establish purchasing agreements for domestic components and special projects.
* Lead, mentor and establish goals for Buyer, Purchasing Managers and Purchasing Director.
* Establish approved suppliers for all commodities and resolve quality issues with suppliers.
* Create and maintain all purchasing ISO9001 documentation.
* Review and/or approve purchase orders and ensure supplier delivery is on time to meet production schedules.

**Skills Needed:**

* Ability to effectively communicate with outside suppliers.
* Strong negotiation and analytic abilities.
* Strong organizational and time management skills.
* Decision making ability.
* Working knowledge of MRP/ERP systems and Windows applications.
* SAP Experience preferred.

**Education Required:**

* Bachelor’s degree in a business-related area.
* ISM or APICS certification a plus.
* Minimum 10 years purchasing experience or equivalent.
* Direct supervisory experience a must.

**Other:**

* Able and willing to travel
* Professional demeanor
* Results-oriented individual

**EEO Statement:**

**PTDA Bearings & Power Transmission, Inc.** provides equal employment opportunities to all. We prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, or any other characteristic protected by federal, state or local laws.