



Sr. Purchasing Manager

Blue Force Gear is proud to design and manufacture the world's lightest and most cutting edge military equipment – all made here in the USA! We have a dedicated team committed to the mission of our nation's armed service, law enforcement, prepared citizen, and sporting enthusiast. Also important to our company culture is the spirit of "Always Better" – a quest for constant improvement both in the workplace and in your personal lives. In order to enhance our long term growth, we are looking for an experienced Sr. Purchasing Manager!

Responsibilities

- Develop an organizational purchasing strategy
- Track and report key functional metrics to reduce expenses and improve effectiveness
- Perform quality control on procurement transactions to ensure compliance with FAR and DFAR requirement, contractual terms, and conditions, etc.
- Negotiate and procure supplies, production materials, equipment and services to meet the need of the organization at the lowest cost consistent with the consideration of quality, reliability of source and urgency of need
- Perform on-site audits/visits to potential or current suppliers
- Evaluate vendors quotes and services for proper credentials and ensure that each vendor meets the applicable criteria
- Compile and retain procurement related documents for record retention and compliance purposes
- Assist in the preparation for independent reviews of procurement records and reports
- Analyze market and delivery systems in order to assess present and future material availability
- Develop and implement purchasing and contract management instructions, policies, and procedures
- Participate in the development of specifications for equipment, products or substitute materials
- Represent company in negotiating contracts and formulating policies with suppliers
- Review, evaluate, and approve specifications for issuing and awarding bids
- Prepare reports regarding market conditions and merchandise costs
- Arrange for disposal of surplus materials
- Forecast levels of demand for services and products to meet the business needs and keeping a constant check on stock levels
- Conduct research to ascertain the best products and suppliers in terms of best value, delivery schedules and quality for materials, equipment, or supplies
- Liaison between suppliers, manufacturers and relevant internal departments
- Identify potential suppliers, visiting existing suppliers, and building and maintaining good relationships with them;
- Other duties as required

Education and Experience:

- B. S. degree in supply chain management, logistics, or business administration. A Purchasing or Supply Chain certification is preferred
- A minimum of 5 years of experience as a purchasing manager in a commercial/manufacturing environment
- Experience must also include familiarity with sourcing and vendor management
- Experience with DOD government procurement and contracting rules and regulations such as FAR and DFAR, preferred

Skills:

- Determined drive for results
- Self-starter, highly focused, with ability to prioritize and handle multiple on-going projects
- Excellent oral, written, and analytical skills
- Outstanding interpersonal and negotiating skills
- Ability to think logically and exercise prudent judgement with decision making skills
- Demonstrates compliance with all purchasing ethics
- Ability to identify problems, analyze, and recommend solutions
- Proficient in QuickBooks, PowerPoint, Excel, Word, and Outlook

We are proud to be an Equal Opportunity Employer

Note: Responsibilities are subject to change at the discretion of the employer and do not establish a contract of employment – Blue Force Gear is an at will employer.