



Wholesale Products - Procurement Manager

General Information

Reports To: Director of Sales & Product Management

Scheduled Hours: 1st Shift – 8:00 am to 4:30 pm, M - F

The Purpose of this Activity Center

To purchase all buy and resale items for finished goods and manufacturing.

Education and Experience

- Bachelor's Degree; or five years' related experience and/or training; or equivalent combination of education and experience.

Qualifications and Skillsets

- Demonstrate the ability to lead, motivate, and keep your team engaged
- Ability to multi-task
- Computer literate, knowledgeable with Microsoft Office (Outlook, Word, and Excel specifically) and ability/aptitude to learn new systems and export, manipulate, analyze data
- Ability to present and explain data, product information, product/process suggestions
- Ability to read, analyze, interpret general information and follow instructions
- Effectively communicate and listen to the thoughts and ideas of all team members
- Effective use of written and verbal communication with outside vendors including: problem solving, price and terms negotiation of purchases, and additional purchasing tasks as necessary
- Ability to add, subtract, multiply, and divide using whole numbers, common fractions, decimals and millimeters
- Ability to identify an issue, determine the root cause, and work with the team members to resolve the issue
- Quality oriented and high attention to detail

Essential Responsibilities

- Maintain knowledge of competitive products and forces in the marketplace that affect our buy & resell product offering.
- Responsible for set-up and maintenance of new products (new lines or extensions of existing); i.e. all appropriate information for sales, data entry, quoting, and plant – as needed.
- General understanding of processes involved in manufacturing the products we purchase (which will aid in understanding/addressing product issues as they arise as well as training internal staff)
- Knowledge of purchase figures, sales figures, customer-base for a particular product(s) (sourced from Traverse, and/or Product Line Sales Pivot Table, or other data sources)
- Assist with training sales team (and others as necessary) on new vendors, products, product changes, service changes, etc.
 - Know what sales/training tools are available from our suppliers; keep KW's samples, displays, literature, etc. current with vendor offerings.
- Work with sales and quality assurance to develop, document, and communicate product specifications and quality standards of buy & resell products, and assist quality assurance in monitoring and resolving vendor quality issues
- Procure and negotiate pricing on product relative to the value that sales/customers need
- Responsible for finished goods inventory with regards to inventory parameters (MAX, ROP, EOQ) and number of turns
- Responsible for communicating and coordinating with CSL managers as needed (ex. changing inventory requirements pertaining to space, specification changes resulting in particular pick requirements, etc.)
- Assist customer service and outside sales reps with issue resolution involving buy & resell products
- Work with Director of Sales & Product Management to ensure cost changes are known, implemented, and aligned with any desired changes in selling prices to KW customers
- Accountable for oversight of purchasing any Buy & Resell items from over 65 vendors and maintaining all the paperwork involved from the beginning to the end of the purchasing process
- Accountable for oversight of purchasing team in the performance of all tasks related to purchasing

Supervisory Responsibilities

- Wholesale Products Specialist
- Purchasing Assistant

Competencies

To perform this job successfully, an individual should demonstrate the following competencies:

- **Problem Solving –**
 - Identifies, understands, and resolves problems in a timely manner.
 - Gathers and analyzes information skillfully.
 - Develops alternative solutions.
 - Works well in group problem-solving situations. Uses reason even when dealing with emotional topics.
- **Data Analysis –**
 - Understand the question at hand.
 - Consider sources from which data/information may be sourced.
 - Gather data/information.
 - Manipulate data/information as needed (in Excel) in order to analyze, make recommendations, present data and findings.
- **Excellent Computer Skills –**
 - E-mail usage and etiquette
 - High level of proficiency in Excel
 - Word
 - PowerPoint
- **Communication Skills –**
 - Able to communicate effectively verbally and in writing.
 - Able to communicate effectively through presentations.
- **Inventory Management –**
 - Familiarity with various inventory management concepts and factors affecting inventory and service levels.
 - Ability to manage inventory levels based on customer and company needs.
- **Process Improvement –**
 - Ability to understand workflows.
 - Execute (and/or oversee) established tasks within workflow.
 - Continually seek improvements (products, vendors, paperwork flow and management, shipping/receiving), i.e., all areas that affect buy & resell products.