

## Kudler Fine Foods

### Job Description

#### **Purchasing Manager**

Directs and coordinates activities for purchasing and distributing materials, equipment and supplies.

#### **Essential Duties**

1. Prepares instructions regarding purchasing systems and procedures.
2. Analyzes market and delivery conditions to determine present and future product availability, and prepares market analysis reports.
3. Develops a system to evaluate vendor quotations that utilizes appropriate negotiation and purchasing techniques to ensure quality, price, delivery, and service.
4. Recruits and maintains suppliers that provide high quality products and services at a better price while maintaining the highest code of ethics and conduct.
5. Prepares and issues purchase orders and change notices.
6. Reviews purchase order claims and contracts for conformance to company policy.
7. Prepares and reviews contracts, bids, proposals, and vendor agreements for legal correctness, price, and acceptability of items to specifications.
8. Oversees all activities related to procurement of a commodity, from intent to purchase through delivery of commodity.

#### **Required Qualifications and Experience**

Must understand purchasing procedures and practices and have strong analytical skills.