



Job Title: Purchasing Manager

Exempt: Yes Reports To: VP of Operations

Summary:

The Purchasing Manager will be responsible for implementing and holding the purchasing staff accountable for inventory purchasing functions and processes in a multi-warehouse, sku intensive environment. This position is also responsible for driving results from our vendors.

Responsibilities:

- Develop and use advanced functions in Excel while moving data back and forth between Excel and ERP systems
- Report and manage service levels (in-stock) across various products and warehouses
- Reconcile our POs with our vendor's POs weekly, review vendor's invoices as needed, maintain credit memoranda and other maintenance tasks
- Work with the distribution centers to insure timely receipt and stocking for all received products
- Ensure that we have strong data integrity in our product database. Manage the staff to make sure that they set up new items accurately and timely, and make sure that data is set correctly on items to insure they purchased correctly, show up on the Website, etc.
- Insure that the vendors are shipping timely and we have high delivery frequency, driving down lead times.
- Manage the logistics on our inbound shipments to make sure that they are delivered timely and cost effectively.
- Facilitate weekly discussions on scheduled purchases and receipts to maintain optimum service levels at minimum inventory levels
- Work with suppliers to improve current performance and develop new opportunities and competitive tendering of all contracts
- Communicate and engage senior management on opportunities with suppliers to secure necessary buy-in for sourcing projects
- Manage and develop a team of buyers to achieve company and team goals and objectives
- Ability to work with executive team to meet the goals of TSC Apparel
- Ensure "Best Practices" are understood and utilized in Purchasing
- Works independently (without direct supervision) in the management of a team of buyers



- Develop, monitor and report on team KPI's
- Build and achieve the department expense budget
- Work on initiatives and continuous improvement projects to meet company goals
- Interview and recommend new candidates when openings exist within the department
- Communicate department procedures professionally to other team members and departments
- Maintain effective communication with suppliers
- Will be the escalation point for expediting of purchased components
- Other duties as assigned

Job Requirements:

1. **Required Education:** Bachelors Degree or Equivalent Management Experience
2. **Desired Technology:** MS Office Suite, Excel Expert and Demand Software.
3. **Experience Level:** 2-5 years experience in purchasing. Experience in using inventory management and demand planning tools.
4. **Preferred Experience:** Apparel experience or familiarity with style-color-size a plus. Accounting background a plus.

Skills/Characteristics Required:

1. Multi-task oriented
2. Make quick decisions using good judgment
3. Strong people management, training and development skills
4. Build and maintain relationships with staff and customers using excellent verbal and written skills
5. Ability to push vendors and drive results from them, while maintaining good working relationships with them.
6. Proven track record in consulting, or a productivity improvement role, incorporating project management responsibility
7. Minimal travel is required

Physical Demands:

Sitting dominates most of the responsibilities. However, a certain amount of walking and or standing may occasionally be necessary.

Responsibilities require keyboarding activity and/or manual manipulation of a computer mouse with either hand. This includes repetitive motion with wrists, hands and/or fingers. The position consists of approximately 80-90% computer work which involves extensive viewing of a computer monitor. It is also necessary to possess the ability to speak and hear (with

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reasonable accommodation) in order to exchange detailed information both face-to-face and via phone to customers, vendors, employees and others.

Responsibilities require the ability (with reasonable accommodation) to see and read handwritten and typed documents.

TSC is an Equal Employment Opportunity Employer

Please contact Lindsey Hartman if interested, recruiting@tscapparel.com or call: 1-800-289-5400 X 2630.