



gSource, LLC
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Job Description

Job Title: Purchasing Manager
 Job Summary: Responsible for Managing Vendors and Sourcing of Medical Devices
 Wage Category: PM I, II, III
 Department: Purchasing
 Reporting to: President
 FLSA Status: Exempt (Fair Labor Standards Act)

Responsibilities of essential functions include:

1. Develop, lead, and execute purchasing strategies
2. Research and source new product by partnering with reliable foreign/domestic vendors and suppliers
3. Generate and distribute accurate purchase orders
4. Accept and scrutinize manufacturer bids, quotes, and proposals
5. Select best sources based upon analysis and manufacturer performance
6. Arrange vendor contracts, negotiate costs, and observe quality of materials purchased
7. Prepare purchasing reports and other related documents
8. Organize purchasing and other activities with engineering, quality, production, and warehouse personnel
9. Member of MRB and FAS/IDS approval process
10. Research sales records and inventory of current stock
11. Monitor and forecast upcoming levels of demand
12. Establish policies and standard operation procedures for purchasing; monitor the effectiveness of such procedures; and revise and improve when needed
13. Determine quantity and timing of deliveries

Responsibilities of non-essential functions include:

14. Maintain commitment to Quality Goals and Quality Policy
15. Complete jobs and tasks as assigned

16. Working Schedule: 8:15am to 5:00pm with 45 minutes unpaid break

Employee: _____
Last Name First Name Initial

Nothing in this job description restricts management's right to assign or reassign responsibilities to this position at any time.

Signatures:

 Employee mm / dd / yy

 Manager/Supervisor mm / dd / yy