

Job Requirements

Job Title: Purchasing Manager
Wage Category: PM I, II, III
Department: Purchasing
Reporting to: President

1. Knowledge of office management systems and procedures required
2. Experience with inventory control required
3. Experience with supplier management required
4. Experience with MS Excel/Word/Outlook required
5. Able to work independently required
6. Able to multitask required
7. Able to follow written/verbal instructions required
8. Fluent in written and spoken English required
9. Some business travel required
10. Valid passport required

11. Fluent in written and spoken German preferred
12. Experience with Sage preferred
13. Knowledge of surgical instruments preferred
14. Bachelor's Degree preferred

15. Proficient with numbers
16. Reliable and responsible
17. Organized, detail oriented, accurate, and thorough
18. Strong oral and written communication skills
19. Outgoing, enthusiastic and persuasive
20. Proactive and able to make decisions
21. Work well under pressure, tight deadlines, and maintain composure in difficult situations
22. Able to work independently with minimal or no supervision

23. Position: Full time
24. Exempt
25. Working hours per week: 40
26. Hours gSource open: 7:30am to 6:00pm