

Specialties Purchasing Manager

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Company: certainteed

Location: United States

Category: other-general

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What's the Job?

This position is responsible for managing three purchasing specialty plants, all purchasing and compliance functions for the facilities in scope, with plant buyers reporting directly to the Purchasing Specialties Manager. The responsibilities include: managing and controlling the site spend, implementation of all digital purchasing tools, ICRF rules, management of local bids, and formalization of site contracts. This position will perform all purchasing activities, negotiate payment terms, and execute contracts for goods and services, Capex and Opex, focusing on cost savings, implementation and adherence to company policies, procedures, and compliance, and utilization of digital tools while providing timely service to internal customers.

PLANT PURCHASING DUTIES

Manages the site buyers of the plants in the scope

Negotiates local spending utilizing Saint-Gobain e-tools for bidding (ProSource) for all opex and capex spend over \$35k to \$200K (with the top spend threshold flexible and defined in conjunction with the Capex Central Team). Participates in key negotiations to support direct reports.

Implements contracts using standard templates and exhibits, monitors validity of all contracts, and ensures they are uploaded into ProcureNet (or another SG Tracking tool for contract management).

Ensure buyers report hard and soft savings at the end of each project using the Purchaser Performance Management PPM Saint Gobain E tool.

Ensures maximum compliance to Corporate Preferred Supplier Programs.

Drives maximization of Agora usage at site level.

Coordinates competitive bidding for all site purchasing categories with various stakeholders.

Manages and resolves invoice exceptions in Medius System and works on resolving root causes of invoice discrepancies including support for Goods Received Invoice Received (GRIR) resolution.

Proactively analyses local practices, and suggests and implements improvements to drive optimization, efficiencies, and best-practice utilization.

Monitors and reports vendor performance using digital tools while addressing deficiencies as needed.

Convenes monthly meetings with plant engineers, and department managers to determine purchasing assistance and requirements.

Support training sessions with plant staff regarding purchasing procedures

Monitors monthly reporting for purchasing KPIs and ensures plant remains on track

Promotes goal achievement by direct reports

Develop objectives for the team and ensure they align with corporate goals.

Participates in meetings or creates meetings with plant requisitioners, engineers, and department managers to determine purchasing assistance and requirements.

RAW MATERIAL & DIRECT PURCHASING DUTIES

Helps support all aspects of the inbound supply of raw materials, inclusive of MRP settings, delivery dates management in ERP, and inbound freight expediting to ensure optimal inventory levels.

Enters purchase orders for select categories while ensuring full ICRF compliance.

Notifies vendors of non-conforming material issues and requests corrective actions with Central Purchasing and Quality engagement.

Assists Central Purchasing with plant-specific information on raw material consumption and ongoing performance of raw material vendors: safety, quality, delivery, price adherence to contracts, etc.

Provides remote vacation coverage for Site Buyer roles in other manufacturing facilities and ad-hoc coverage for other responsibilities as directed by the manager.

Este trabalho é para você?

OTHER DUTIES AND RESPONSIBILITIES

Travels up to 20% between facilities of responsibility to facilitate consistent dialogue and involvement.

Completes all the mandatory training by the company, online or in-person.

Participates in plant-level meetings as needed, purchasing meetings, and specific events as defined in the operations cadence.

Performs analysis of portfolio of spend, looking for synergies for negotiations across all BU's

Monitors and mitigates single sourcing situations...

Serves as a gatekeeper for purchasing policy compliance and adherence to internal control requirements at the site.

Documentation Process Coordinator for files and records in compliance with established policies and audit guidelines.

Works collaboratively with peers to exchange best practices and enhance professionalism and purchasing skillset to enable an integrated and high-performing purchasing function overall.

What do you bring?

Requires a bachelor's degree or equivalent experience which will provide a working knowledge of the laws, regulations, practices, and procedures concerned with purchasing activities.

7+ years' experience in purchasing, inventory management, or manufacturing activities.

Excellent computer skills; including Microsoft Office Suite.

Passion for accomplishing preferred quality, service, and best value in Purchasing

Um pouco mais sobre nós

Why work for us?

At Saint-Gobain, our employees have pride in belonging to an organization whose culture is made up of these core values: Trust, Empowerment, & Collaboration. Our company encourages diversity and inclusion in all its forms while making the world a more beautiful and sustainable home.

Informação importante

PREFERRED OR DESIRED QUALIFICATIONS

SAP systems knowledge (Strongly Preferred)

Experience in a manufacturing environment (Strongly Preferred)

5 years of experience in production and/or MRP planning in SAP or a similar system

Comfortable working in a team environment.

Leadership during projects and at the facility

Experience using continuous improvement tools

Strong interpersonal, verbal, and written communication skills

Política de privacidade

Saint-Gobain provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Saint-Gobain is an equal opportunity employer of individuals with disabilities and supports the hiring of veterans.

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