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| **TITLE** | | **DATE PREPARED** | **DATE REVISED** | **DOCUMENT NUMBER** | |
| **Purchasing Manager of Raw Material** | | 5/17/22 |  |  | |
| **GRADE** | **SUPERVISORY DUTIES** | **DEPARTMENT** | **LOCATION** | **REPORTS TO** | |
| Exempt | YES | Procurement | Madawaska | VP Procurement | |
| **POSITION SUMMARY** | | | | | |
| The Purchasing Manager will manage the strategic purchasing of raw materials for Twin Rivers Paper Company to ensure the timely supply of goods and or/services that are critical to the firm’s ability to meet its core business objectives. The incumbent strategically develops and implements supply chain strategies covering all commodities, services and supplier processes to deliver maximum value, leverage and standardization. The Purchasing Manager RM coaches and mentors to ensure a strategic procurement culture is maintained in the Company, in line with corporate initiatives to improve supply chain efficiencies and reduce the total cost of supply chain management. | | | | | |
| **ESSENTIAL FUNCTIONS** | | | | | |
| * Maintain adherence to Company policies and safety guidelines. * Manage supplier relationships * Negotiate contracts * Evaluate quality, pricing, reliability, technical support and availability of goods and services. * Develop purchasing strategies that ensure availability of required inventory consistent the Company’s budget * Optimize P&L contribution through development and execution of cost reduction strategic initiatives * Develop strategy to minimize impact of market inflation * Provide leadership for direct reports   *The description above represents the most significant essential duties of the job but does not exclude others.* | | | | | |
| **REQUIRED EDUCATION AND EXPERIENCE** | | | | | |
| * BS degree from accredited college/university * 5+ years’ experience in procurement | | | | | |
| **PREFERRED EDUCATION AND EXPERIENCE** | | | | | |
| * BS degree from accredited college/university in Supply Chain Management, Business/Finance or Engineering. * Experience in the pulp and paper industry managing portfolio of similar products * Experience negotiating supplier contracts | | | | | |
| **COMPETENCIES** | | | | | |
| * Strong and effective communication skills * Able to work independently and in a team environment * Strong analytical and decision-making skills * Effective leadership abilities * Proficiency in MS Word, Excel, Powerpoint and Access | | | | | |
| **WORK ENVIRONMENT/PHYSICAL REQUIREMENTS** | | | | | |
| * Office Environment * Expected to travel to all sites as business necessitates | | | | | |
| *The physical requirements listed in this section include, but are not limited to, the motor/physical abilities and skills required of this position in order to successfully undertake the essential duties and responsibilities of this position. In accordance with the Americans with Disabilities Act (ADA), reasonable accommodations may be made to empower individuals with disabilities to undertake the essential duties and responsibilities of the position.* | | | | | |
| **Department Manager** | | Date | **Human Resources** | | Date |
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*Note: This position description provides a working overview of the subject position and may be adjusted from time to time to recognize operational needs and process evaluations. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*