

## **JOB DESCRIPTION**

### **Summary/Objective**

The Purchasing Manager negotiates vendor terms, prices and schedules delivery using knowledge of budget and schedule requirements.

### **Essential Functions**

- 1) Maintain records of goods ordered and received.
- 2) Locate vendors of materials, equipment or supplies, and interview them in order to determine product availability and terms of sales.
- 3) Prepare and process requisitions and purchase orders for supplies and equipment.
- 4) Control Purchasing Department budgets.
- 5) Review purchase order claims and contracts for conformance to company policy.
- 6) Adheres to purchasing policies, processes, and procedure
- 7) Carries out inventory control policies and procedures
- 8) Works closely with F&B to ensure orders are processed, received and stored properly.
- 9) Ensures all inventories/invoices are received by Accounting on the first day of each month

### **Competencies**

- Technical Capacity.
- Financial Management.
- Communication Proficiency.
- Time Management.
- Discretion.
- Decision Making.

### **Work Environment**

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles, moving mechanical parts and vibration.

### **Position Type/Expected Hours of Work**

This is a full-time position. Must be able to work a flexible schedule including holidays and weekends if necessary.

### **Travel**

No travel is expected for this position.

### **Required Education and Experience**

- Must have a minimum of High School Diploma, college degree preferred.

- Minimum of 2 years as a Purchasing Manager with the related experience or demonstrated knowledge, skills, and abilities to perform the above-mentioned tasks.
- Must be proficient with advanced skills in Excel. Experience with Birch Street Accounting System is a plus!

#### **Position Type/Expected Hours of Work**

- **This is a full-time position. Must be able to work a flexible schedule including holidays and weekends if necessary.**
- **Local Candidates Only**
- **Food & Beverage Purchasing Experience A Must**

#### **Benefits**

We offer a generous PTO policy and excellent benefits package with coverage beginning the first of the month past after 60 days of hire. 401(K) participation available after 90 days.

#### **The successful candidate must pass Drug & Background screening.**

At FRCC we consider all applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, gender identity and expression, marital or military status. We also provide reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act and applicable state and local law.

Please submit resumes to Maggie Adams, Human Resources Manager at [madams@frenchmansreservecc.com](mailto:madams@frenchmansreservecc.com).