

PURCHASING / RECEIVING MANAGER

In this position, we are seeking an individual that can stay on top of the company's supply needs. Someone that will seek out high-quality goods and negotiate reasonable price points with vendors.

Experience purchasing for an established scenic fabrication provider of Theater, Film & TV or Live Event markets is preferred for this position, but not necessary.

RESPONSIBILITIES:

- Responsible for all purchases and procurement of materials, supplies, hardware and logistics that are project related.
- Works directly with the Project Manager and external vendors to ensure items are ordered correctly, on-time and within allocated budget.
- Negotiates purchase contracts with a variety of vendors to ensure "key" price points.
- Codes vendor invoices.
- Sets up vendor accounts.
- Reviews insurance & licensing requirements.
- Coordinates shipment of purchased items to remote work site(s) via standard trucking, air freight, ocean freight, counter-to-counter delivery service or other means.
- Receives, identifies, inventories & labels received items for specific project.
- Tracks ordered items & notifies Project Manager & management team of any back-ordered or delayed items.
- Manages multiple projects simultaneously.
- Meets cost standards by monitoring expenses and implementing cost-saving actions.
- Prepares and completes action plans.
- Supports Project Management team to solve problems and completes audits to get projects completed and out the door efficiently.
- Monitor, review, revise and reconcile all project related vendor invoices for Project Management & Finance departments.
- Related duties and special projects as assigned.

QUALIFICATIONS / REQUIREMENTS:

- Experience in purchasing/procurement for large-scale entertainment construction projects.
- Meticulous attention to detail and skill in negotiating with vendors in a variety of trades and disciplines.
- Strong written and verbal communication skills.
- Budget development and tracking.
- Strong organizational and analytical skills.
- Proficient with Microsoft Office (Excel, Word & Outlook), AutoCAD, SketchUp, Spreadsheets, Purchasing and Project Management or project tracking software.

REPORTS TO:

Company Controller, General Manager and/or Ownership

SALARY:

Salary or hourly pay will be based on experience.

This position is Full-Time.