

TEXAS LEHIGH CEMENT COMPANY

Buda, TX



JOB DESCRIPTION

Job Title: Purchasing Manager

Department: Purchasing

Job Type: Full time, Salaried Exempt

Reports to: Plant Manager

Required skills and qualifications:

- University or College degree in technical, economic, financial or business field.
- Minimum five years of work experience in purchasing and contract management in a manufacturing/production and/or construction environment.
- Proficient in MS Office 2000 applications. Knowledge of MRP systems, MP2 and/or SAP.
- Strong strategic thinking, problem solving, and decision-making skills.
- Exceptional negotiation skills, organized, and experienced managing personnel.
- Excellent oral and written skills and the ability to establish trust, build relationships and work effectively at all levels of the organization.
- Demonstrated ability to manage multiple independent projects as assigned.
- Demonstrated drive, initiative, openness to change, flexibility, and adaptability.

Other Preferred Skills:

- CPM, APP, CPP or APIC professional accreditation.

Responsibility include:

- Key responsible for cement plant and terminals purchasing and warehousing activities and processes, including but not limited to:
 - Initiate, develop, and negotiate goods and services agreements, and manage them accordingly.
 - Ensure compliance to purchasing agreements, policies and procedures.
 - Identify and lead process improvement opportunities for purchasing, contract management, supplier selection and sourcing of services, inventory parts and consumables, raw materials and fuels, carrier needs, amongst others.
- When appropriate, work with parent companies to identify competitive goods and services by obtaining supplier market information, and take advantage of existing agreements where possible.

- Apply competitive bid processes for procuring goods and services. Negotiate product supply and service agreements that best meet the needs of the operation in relation to price, quality, service and availability.
- Ensure competitive bidding and contract development activities are conducted in an ethical and legal manner.
- Develop and implement purchasing policies, processes and strategic plans where needed.
- Drive change and modernization of existing processes. Innovate at appropriate pace, establishing new and more efficient processes.
- Manage physical warehouse, cycle counts, flow of inventory parts, consumables and associated cost.
- Actively participate in annual budgeting process with deep understanding of maintenance cost, commodities needs, parts and materials inventory management in line with long term strategy, capital plan and large projects.
- Work closely with the Finance group providing monthly accruals and cost projections.
- Oversee the management process of insurance requirements for contractors, in accordance with business policies, with support of Purchasing Agent.
- Support plant operations as needed.
- Any other duties as needed and assigned by plant management.