



**Job Title:** Purchasing & Materials Manager

**Division:** Kentucky Trailer Specialty Vehicles – Advanced Mobility Shelter & Trailer

**Location:** Monee, IL

**Reports to:** Vice President Operations AMST/Director of Operations

**Job Type:** Full-time

**Description:**

The Purchasing and Materials Manager is responsible for managing the purchasing needs for the Advanced Mobility division of Kentucky Trailer. The major focus will be ensuring appropriate levels of inventory materials and commodities are available to fulfill needed requirements during the manufacturing process while achieving the lowest cost to the company. This position is also responsible for managing purchasing personnel and maintaining appropriate quality standards and specifications.

**Requirements:**

- Bachelor's Degree preferred or technical education with experience
- Minimum 5 years' experience in a manufacturing environment as a purchasing manager
- Experience in leading or managing a team in a fast-paced environment
- Highly organized and motivated, ability to work independently, and maintain accurate and detailed reports
- Develop, analyze, and monitor production data to determine the appropriate method to ensure the right material in the right place at the right time
- Great problem solving skills
- Strong attention to detail and sense of urgency
- Excellent verbal communication and interpersonal skills
- Advanced knowledge of Microsoft Office products (Word, Excel, PowerPoint, and Outlook)
- Knowledge of manufacturing process mapping
- Proficient with manufacturing ERP systems, Peachtree a plus.
- Maintain supplier relationships with multiple levels

**Position Key Accountabilities:**

- Forecast procurement needs
- Review quotes and order materials and services
- Track purchasing activity and report measurements
- Discuss defective or unacceptable goods with users, vendors, and others to determine the root cause and take corrective and preventative action

- Develop and review purchase requests and ensure authorization as necessary to facilitate the timely purchase of material
- Help to lower costs through negotiations and secure agreements
- Liaise with accounting to ensure accurate and timely payment
- Build and develop relationships with key suppliers and customers
- Review item exception reports and make appropriate adjustments to ensure the right material is received at the right time
- Run monthly PO receipts report and report supplier on-time delivery performance
- Monitor change orders to ensure appropriate material availability
- Other duties as assigned

### **Fundamental Irreplaceable Behavior Values:**

Interpersonal Skills: Easy to get along with. Treats all people with dignity and respect. Always approachable, never rude. Aware of and sensitive to what other people are feeling. Is at ease with people at all levels. Does not belittle the opinions or work of other people, regardless of their status or position. Deals effectively with a diverse workforce. Demonstrates a high degree of “emotional intelligence.” Truly values and genuinely likes people. Treats others as important person. Serves others.

Ethics and Integrity: Admits mistakes in spite of the potential for negative consequences. Presents unpleasant or disagreeable facts in an appropriate manner. Keeps promises; meets goals and deadlines. Avoids situations and associations that could be considered inappropriate. Honest in all dealings. Upholds and models organization’s values. Does what you say you will do. Is forgiving when feeling mistreated.

Business Demeanor / Temperament: Displays a positive attitude and optimism about the work to be done, the people he or she works with, customers, management, and company policies. Has a constructive sense of humor. Maintains a calm temperament and pleasant demeanor. Shows self-control. Does not spread gossip or rumors. Acts as a positive influence on others. Is courteous, cooperative, and helpful. Is humble, never boastful, or arrogant.

Accountability: Accepts personal responsibility for the quality and timeliness of his/her work. Acknowledges and corrects mistakes. Does not make excuses or blame others for errors or problems. Carries his/her fair share of the workload. Does what he/she commits to doing.

### **Excellent Performance Outcomes for 2015:**

- Consistently conduct matters as a positive, Servant Leader in accordance with the KT Way in all interactions with others, involving internal stakeholders in all major decisions.
- Lead purchasing team to ensure product integrity at the lowest cost, including:
  - Reduce freight costs
  - Develop team to accomplish long-term goals
  - Ensure product and materials are available and the correct quality to alleviate re-work or downtime
  - Organize Shop Material areas by implementing an overall material storage plan.
- Develop partnership with key functional groups, engineering, sales, accounting, operations, and with other purchasing areas within Kentucky Trailer

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Associate Signature

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Date:

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Manager Signature:

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Date:

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President & CEO Signature:

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Date: