



**BROADWAY MECHANICAL-CONTRACTORS, INC.**

*Mechanical Solutions that last Generations*

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## **Purchasing Manager**

### **Job Summary**

The Purchasing Manager will have responsibility for day-to-day purchasing for our projects. Other responsibilities include, negotiating cost reductions, delivery lead time verification, sourcing, freight cost checking, and general supplier relations. Purchase according to company policies and procedures.

### **Major Responsibilities/Activities**

- Prepare and issue purchase orders.
- Negotiate price and delivery terms and logistics.
- Evaluate, qualify and select suppliers based on capabilities.
- Expedite purchase orders as needed.
- Spearhead implantation of computer pricing process.
- Supervision and mentoring of Purchasing Assistant.
- Procure timely and accurate vendor plumbing and HVAC bid tabulation sheets from the estimators.

### **Additional Responsibilities:**

- Assistance with invoice and receipt scanning and processing when necessary.
- Other miscellaneous projects as deemed necessary.
- Follow up on product warranty and claim issues.

### **Minimum Requirements**

5 years experience purchasing for Plumbing and HVAC commodity products. BS/BA in Business is desired. Viewpoint experience is a plus.

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