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We are seeking an experienced purchasing manager to handle our company's procurement activities. The purchasing manager's responsibilities include developing purchasing strategies, maintaining positive relationships with suppliers, coordinating with internal teams regarding their supply needs, and overseeing the purchasing team in their daily activities.

Responsibilities:

Developing and implementing purchasing strategies.

Managing daily purchasing activities, supervising staff, and allocating tasks.

Managing supplier relations and negotiating contracts, prices, timelines, etc.

Maintaining the supplier database, purchase records, and related documentation.

Coordinating with inventory control to determine and manage inventory needs.

Managing the maintenance of office/manufacturing equipment and machinery.

Requirements:

Degree in business administration or a related field.

Experience as a purchasing manager or in a similar position.

Deep knowledge of inventory and supply chain management.

Supervisory and management experience.

Proficiency in Microsoft Office and purchasing software.

Excellent communication skills, both written and verbal.

Strong critical thinking and negotiation skills.

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