



NOW HIRING: Purchasing Manager

Who We Are

Pure Processing, LLC was founded with the mission to make surgical instrument cleaning faster, safer, and more ergonomic for one of the most important departments in the whole hospital: sterile processing. By engineering & manufacturing equipment to support these objectives, we help hospitals deliver on the most sacred clinical promise: optimal patient safety & care.

Who You Are

You'll be a great fit if you:

- Are seeking a small, high-growth company where you can be part of a team but still have independent, autonomous work
- Are highly detailed-oriented, and enjoy managing & building relationships with other companies
- Love solving problems, enhancing processes, or are process-driven
- Are interested in the medical field and working with hospital customers

Job Description

The purchasing manager is responsible for vendor and supplier management. They will manage activities related to materials requirement, controlling inventory, warehouse supplies, placing POs to vendors, and general logistics. They are also responsible for sourcing, negotiating, and managing costs of inventory and all inbound shipments.

Job Responsibilities

- Daily execution and management of purchasing activities
- ERP system – execution of supplier purchase orders, daily/weekly management of inventory quantities, min and max thresholds, allocations of inventory to customer orders
- Enhance dashboards and reporting on inventory balances, reorder points, open PO's, overdue receipts
- Forecast purchasing needs monthly & quarterly with costs and timing, anticipating lead times
- Source and develop new suppliers for products
- Responsible for vendor management & contract negotiations
- Manage quality control of products – work with capital & warehouse team on returns and credits from vendors on product defects/quality issues

Skills & Requirements

- Bachelor's degree in Business, Supply Chain Management or related-field preferred
- Minimum 5 years' experience in related occupation
- Highly detail-oriented and organized
- Must have experience with sourcing and/or procurement responsibilities
- Should have strong time management skills and the ability to work with time sensitive projects
- Experience with supply chain management a plus
- Strong customer service-related skills, including phone and e-mail etiquette, and timely communication
- Strong knowledge of Microsoft Office programs

For questions regarding this position, please contact:

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