

1.0 SUMMARY

The Purchasing/Inventory Control Manager plans, coordinates, and controls the cost of goods sold and inventory levels at FdL Bumper Exchange, Inc.'s main warehouse and its remote distribution centers.

2.0 REPORTING RELATIONSHIPS

2.1 The Purchasing/Inventory Control Manager (PICM) reports to the CEO.

2.2 The Purchasing Clerk and the Distribution Center Supervisor report to the PICM.

3.0 REQUIREMENTS

	Required	Preferred
3.1. <u>Education</u>	Two year college degree in Business Administration; however, extensive purchasing and management experience may be substitute.	Four year college degree in required disciplines.
3.2. <u>Experience</u>	2-3 years purchasing experience in the automotive or similar industry.	3-5 years purchasing and management experience in the automotive industry.
3.3. <u>Certification</u>	None	APICS
3.4. <u>Skills, Knowledge and Abilities</u>	Must have strong computer knowledge; comfortable with the Microsoft Office suite (Outlook, Word, Excel, & Access). Must have negotiating skills to attain and maintain mutually beneficial relationships with vendors.	
3.5. <u>Physical</u>	Body Positions: Standing, sitting, climbing, walking, crouching, and stooping. Body Movements: Standing, climbing, & walking for long periods; squatting, crouching, etc., including full range usage of arms, legs and hands, reaching overhead, above the shoulders and horizontally, bending at the waist and stooping, kneeling, or crouching. Must be able to lift and/or carry 75 pounds. Body senses: Use of all bodily senses. Must be able to see (20/20 vision with glasses, 20/200 without) and hear (with mechanical assistance if necessary) sufficient to understand and comprehend individuals in one-	

on-one conversations or on the telephone.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 3.6. Mental Requires analytical and statistical knowledge using general business mathematical skills; knowledge of advanced math and technical issues a plus.

Language ability includes reading, writing, spelling, and the ability to communicate clearly on technical and business topics in English.

Must be able to work under time pressures, set priorities, and meet deadlines.

- 3.7. Management Skills Ability to effectively manage subordinates and prioritize, plan, organize, and control work flow in a team environment.

4.0 WORKING CONDITIONS

Work area is inside and outside of Company offices, warehouse, or shop, where conditions can be hot, cold, wet, dusty and/or greasy, etc. Some business related travel is required to remote company distribution centers, vendors/suppliers, and trade events.

5.0 RESPONSIBILITIES

The PICM is responsible for:

- 5.1 Cost of Goods Sold at the budgeted level through effective purchasing policies and inventory control.

Measurements: Actual cost of goods sold versus budget

- 5.2 Inventory level within set parameters.

Measurements: - Number of stock-out situations when max/min levels have been established
- Inventory value within 10% of goals

- 5.3 Maintaining a listing of primary and secondary vendors.

Measurements: Number of product items (lines) **not** having a second vendor

- 5.4 Accuracy of inventory records (including maintenance of the “part master file”) through accurate posting of all transactions and physical cycle counting.
- Measurements: - Number of inaccurate item descriptions
 - Physical count variance reports
- 5.5 Review, selection, and introduction of new products to sales personnel.
- Measurements: Number of stock-outs until max/min levels can be established
- 5.6 Keeping Territory Representatives initially informed of back orders; notifying customers of back ordered items that can not be received and delivered to the customer in a timely manner and in accordance with the customer required delivery date.
- Measurements: - Number of cases when sales personnel and customers were not informed
 - Overall customer satisfaction
- 5.7 Maintaining a safe and reliable fleet of delivery vehicles.
- Measurements: - Reliability of delivery fleet measured by number of vehicle breakdowns, delays in product delivery
 - Number of vehicle safety violations
- 5.8 Performing general responsibilities of FdL Bumper Exchange, Inc. managers and employees as assigned by the Company’s policies and procedures.
- 5.9 Performing other responsibilities as assigned by the CEO.

6.0 AUTHORITY

The PICM has the authority to:

- 6.1 Demand from the Purchasing Clerk & the Distribution Center Supervisor timely and accurate information on all transactions (including required information so vendors can be contacted regarding load shortages, damaged items, or items shipped in error) and inventory cycle counts.
- 6.2 Require from the Customer Service Officer timely, accurate, and necessary information on returned items (from customers) to expedite warehouse inventory placement and/or return to vendors.
- 6.3 Know information related to Purchasing/Inventory Control department such as actual and targeted sales and inventory levels, sales history reports as needed,

and inventory maintenance adjustments.

- 6.4 To maintain computer item entry to best enhance product understanding.
- 6.5 Seek new vendors and negotiate pricing.
- 6.6 Take any reasonable action necessary to carry out the responsibilities of this position, so long as such action does not deviate from established FdL Bumper Exchange, Inc. policies and is consistent with sound business judgment.

7.0 TASKS AND DUTIES

None attached.

8.0 ACKNOWLEDGMENTS AND APPROVALS

I have reviewed and understand the above job description and believe it to be accurate and complete. I understand that management retains the right to change this job description at any time.

Purchasing/Inventory Control Manager

Date

CEO

Date