



PURCHASING MANAGER

We have an immediate need for an Inventory and Purchasing Manager in Louisville, CO.

The Global Imaging Purchasing Manager is an essential part of the Global Imaging business. This person can increase net profit by procuring goods at the lowest possible price, maintaining just in time inventory and projecting future needs and buying accordingly. This person will also affect customer and vendor satisfaction by managing inventory levels and logistics as efficiently and inexpensively as possible. This position is a combination of vendor and customer relations and inventory management responsibilities.

Our ideal candidate is an experienced, responsible, proactive individual who enjoys organizational and multi-tasking activities. This person should be motivated by responsibility and a job well done. This position requires attention to detail, exceptional organization and communication skills with staff and vendors; knowledge of import and export stocking with distribution centers; and expert level database skills.

About Global Imaging

- Affirmative Action/Equal Opportunity Employer
- Minorities are encouraged to apply. M/F/V/D
- Competitive salary
- Comprehensive benefits plan including:
- Medical plan and dental reimbursement
- Paid time off (including, vacation, personal & holidays)
- Generous matching contributions to Simple Roth IRA
- Short- term disability

Global Imaging Inc. (www.globalimaginginc.com) has been the leading value added reseller and integrator of wide and grand format printing systems and supplies since 1995. It is part of the Grand Format Success online resource portal, (www.grandformatsuccess.com) which also includes Global Garage, Panoply Finance and Panoply Supplies. These companies provide a complete array of products, services and the technical expertise needed for successful business solutions and profitability in the wide and grand format printing industry. Global Imaging acts as a management company for all of the Grand Format Success portfolio of brands, therefore the Purchasing Manager will support all of the Grand Format Success portfolio of brands.

At Global Imaging, we pride ourselves on the excellent relationships we maintain with our customers and vendors. These relationships, along with pursuing and hiring the best people, are truly why Global Imaging is a leader in grand format printing products and services. We will never compromise our responsibilities in the management and use of company resources, and in the stewardship of the world's natural resources.

Please send your cover letter, resume and salary requirements to: Lisa Scarafoni
Fax: 303 673-9923
Email lscarafoni@globalimaginginc.com



Responsibilities:

In a nutshell: Purchasing, Negotiation, Budgeting, Forecasting

- Analyzes past trends and projects future trends to purchase, negotiate and stock the most cost effective and timely inventory.
- Prepares purchase requisitions, transportation and delivery documents and related letters.
- Reviews PO's and compares to inventory levels to ensure accuracy, availability of product for the Distribution Centers (DC).
- Monitor of the purchasing (cash outflows) and receiving process to ensure spending is kept within budgetary constraints.
- Arranges and verifies inbound and outbound order delivery shipments with multiple vendors
- Ensures availability of materials in the supply chain, as scheduled, and the maintenance of inventory at minimum acceptable levels.
- Handles vendor relations and performance to include feedback regarding on-time shipping, product quality issues, pricing discrepancies, process management and improvement and creating an effective model of supply chain management.
- Communicates with vendors regarding P.O. status, pricing, discounts etc.
- Assist sales representatives with questions or problems regarding purchasing/inventory levels
- Regular inventory analysis and reporting for inventory value, inventory levels, turn and overstock
- Maintains inventory in database with current products and pricing
- Performs physical inventory as needed to reconcile proper inventory values
- Develops and/or revises standard operational and working practices and ensure compliance
- Month-end closing accruals and adjustments to reconcile to G/L. Setting Max/Min levels by running various inventory velocity reports. Identify product needs by DC and initiate product orders accordingly.
- Ensures accurate and timely delivery of product to multiple DCs.
- Running reports and creating purchase orders to order service parts to support Field Service Techs in repairing and maintaining equipment.
- Works with Accounting on pricing discrepancies and resolve shipping issues to ensure smooth flow of inventory.
- Supports other company departments with requests for new items, special orders, pricing, rush orders and ETA's.

Requirements:

- BS or BA preferred
- Minimum 5-years of progressive relevant experience in strategic sourcing procurement experience
- A proactive and confident personality who takes responsibility for all aspects of their position
- Excellent oral, written and critical thinking skills
- Superior time management skills and ability to prioritize multiple tasks
- Expert level MS Office skills, Adobe Professional, Purchasing Software, (SAP Business One preferred)
- Ability to carry supplies, parts, equipment of various weights into various situations

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