



<https://titanexecutivesearch.com/job/director-of-inventory-and-procurement/>

Director of Inventory and Procurement

Description

Exciting Opportunity!

One of our clients is looking for a Memphis-based Director of Inventory and Procurement. This position reports directly to the CFO and has a schedule of Monday through Friday from 8AM – 5PM.

POSITION SUMMARY:

The **Director of Inventory and Procurement** leads the procurement department and inventory management functions. Partners with the corporate leaders, product marketing divisions, and finance team to maintain and develop efficient processes and procedures for buying and inventory management. The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job successfully.

ESSENTIAL FUNCTIONS and RESPONSIBILITIES:

- Results oriented manager leads procurement department personnel by example, holds regular staff meetings, trains, mentors, and coaches where needed, measures performance, and holds associates accountable;
- Manage inventory levels and stocking locations meeting demand requirements from customers and all distribution channels;
- Analyze data to anticipate future demand, optimize inventory control procedures, reduce expenses, and increase profitability
- Ensure all associates follow company policies, processes and work rules including safety work rules;
- Execute responsibilities in a fashion consistent with the highest ethical standards and ensure the best interest of the organization is first in relationships and transactions with vendors;
- Establish and maintain courteous, communicative, professional relationships with vendors, internal customers and employees;
- Meet one-on-one with procurement personnel to ensure buying philosophies, ordering processes and stocking levels are consistent with best practices;
- Develop, lead and execute purchasing and negotiation strategies;
- Track and report key functional metrics;
- Manage the preparation and reporting of weekly and monthly inventory to leadership team;
- Ensure that purchasing and inventory data files are setup and maintained in accordance to company standards;
- Use software to monitor demand and document characteristics of inventory;
- Maximize the System Software and make recommendations for improvements;
- Works with Product Marketing Managers to evaluate and negotiate with vendors to achieve cost-effective purchasing agreements with optimal terms;
- Support Product Divisions with new product introductions and promotions

Hiring organization

Titan Executive Search

Employment Type

Full-time

Industry

Chemicals, Manufacturing

Job Location

Memphis, TN, USA

Base Salary

\$ 130000 - \$ 150000

Date posted

December 11, 2023

and communicates information proactively and effectively to the procurement team;

- Report stock levels, purchasing trends, supply usage information, and vendor contract performance to Product Marketing Managers and Executives;
- Work with Product Marketing Managers and vendor representatives to resolve issues such as quality, packaging, labeling, and product information to ensure satisfactory internal handling, receiving processing and excellent customer service;
- Work with corporate managers to review and revise existing department processes and policies for efficient procurement, receiving and inventory management;
- Collaborate with Operations Director and Managers to ensure product receiving and inventory transfer goals are met at all locations;
- Evaluate manufacturers. Provide data, negotiate costs and payment terms; evaluate factory capabilities/capacity and product quality; and communicate company requirements for product packaging, labeling, and shipment documentation;
- Coordinate with logistics manager to ensure the best and most cost effective methods of transportation are utilized from vendors;
- Perform other duties and projects as assigned.

EDUCATION/ EXPERIENCE:

- Minimum of a Bachelor's Degree in Supply Chain Management, Business Management, Operations Management, Logistics or a related field
- Minimum of 5 years of experience in leading a purchasing team with multiple direct reports
- Prefer an Industry Certification in procurement and inventory management
- Experience managing inventory in excess of \$10 million with working knowledge of inventory management software
- Proven success using best practices that positively impact profitability

SKILLS & KNOWLEDGE:

- Must demonstrate professional appearance and friendly demeanor
- Excellent verbal and written communication skills and negotiation skills
- Superb leadership skills and a strong team player
- Proficiency in Microsoft Office Suite (Word, PowerPoint, Outlook) with expert skills in Excel.
- Prefer experience with BI software (Power Bi, Cognos, etc.)
- Detail-oriented and ability to work with high inventory volume, large number of skus, and multiple stocking locations
- Ability to accurately track inventory trends and create analysis reports
- An analytical mind with strong math skills
- Outstanding communication, interpersonal skills, and the ability to lead and participate in cross-functional teams
- Performs well under pressure and meets deadlines
- Strong organizational and planning skills
- Reliable and trustworthy

WHAT WE OFFER:

- \$130,000 – \$150,000 per year
- Great company benefits

- Great supportive and collaborative atmosphere