



The Lighthouse for the Blind, Inc.

Job Posting

Title: Director of Purchasing (Base Supply Centers)

Location: Lakewood, Washington
Dept.: Base Supply Centers
Reports to: Sr. Director of Operations
Hours: Full-Time/Salaried
Salary: Equivalent with knowledge, skills, and experience

Summary:

The successful Director of Purchasing assists in the development and maintenance of BSC and retail operations inventory systems, vendor management, AbilityOne compliance, maintains catalogs, and manages margins. Supports store personnel regarding receiving processes assuring timing processing and vendor payment.

Essential Job Functions:

- Hires, trains and audit the performance of the buying team to efficiently support customer demand. Assures the buying team is well versed in purchasing practices, legal matters associated with purchasing, following ethics standards.
- Purchases inventory based on customer demand. Provides timely feedback to store management on availability, lead times and new product offerings.
- Analyzes sales history to determine sales trends, sets inventory levels based on lead time, transportation and restocking requirements.
- Manages inventory module which requires in-depth knowledge of POS system, including item database, electronic communication with wholesalers and suppliers. Sets up electronic interchanges with new suppliers to support growth and additional product offerings for both in store and on-line ordering.
- Uses expert knowledge of POS and Excel to monitor, evaluate, prioritize and plan purchase orders. Works closely with suppliers and store personnel to coordinate and communicate priority purchase orders and expedites as required. Monitors open purchase orders, verifies due dates and resolves issues.
- Maintains all supplier relationships. Reviews supplier performance and communicates with suppliers to improve delivery and/or improve pricing structure which may include rebates or freight cost improvements. May determine changes with wholesalers depending on performance and industry trends. Establishes new vendor relationships as required. Maintains all vendor files and agreements.
- Assures inventory integrity by monitoring/auditing transactions. Balances inventory levels to assure ability to meet customer demands and improve sales opportunities.

- Manages stores inventory levels to assure required inventory turns and inventory dollars are reasonable to overall sales. Limits inventory dollars based on budget and targeted levels. Identifies slow moving inventory and works with the Director of Operations to determine how to address through vendor return, move to another location (as practical), sell or otherwise dispose of non-moving products.
- Assists in coordinating inventory counts, adjustments, and reporting.
- Uploads OPUS files at least quarterly to update inventory costs and product availability. Manages customer price files and prints shelf tags for all store locations where stocked items have price changes.
- Uploads ETS (essentially-the-same) item files provided by NIB to identify new AbilityOne items. Reports any store inventory stock that is determined to be ETS and works with Director of BSCs to sell or remove asap.
- Works closely with accounting to assure timely payments to supplier to assure all negotiated discounts are applied per supplier agreements. Reviews and approves inventory receipts as required.
- Manages gross margin on all sales. May define standardized mark-ups depending on supplier costs and estimated freight charges. Routinely monitors margin and works to assure purchasing department is buying products from most favored sources for best overall cost determination. Considers all factors when assigning suppliers, such as cost, freight, lead time, return policies, rebates, and vendor agreements in the cost of purchasing.
- Reports inventory turns, inventory dollars and, obsolete inventory. Identifies potential problems and recommends solutions such as vendor returns, price changes or marketing activities to reduce risk.
- Manages GSA catalog adds, changes and deletions to support the GSA 4PL contract. Attends regular meetings with GSA to address any issues that impact the weekly catalog log or customer purchases. Maintains minimum margin while continuing to improve purchase costs to increase margin on repetitive buys.
- Purchases inventory from best sources to extent possible. This would include direct manufacturing and buying group purchases wherever possible. Directs cost improvement activities from wholesaler to better sources as time permits.
- Introduces new ideas and suggestions to improve supply chain and maintain system integrity.
- Maintains an effort to remain aware of new technologies, products and suppliers that help retail operations expand sales and improve margins.
- Attends industry shows and meetings to engage with supply chain community to stay abreast of trends and services that could be applied to our operations for quality improvements.
- Maintains team philosophy, works closely with accounting, IT, retail team and acts as the liaison with POS provider for process improvement, issues and updates.
- Must stay aware of products supplied by all producing NIB agencies and Source America products that must be sold through retail operations.

Minimum Skill Requirements

- Four (4) year degree or CPM certification
- Thorough understanding of purchasing laws function and order flow
- Minimum 10 years of experience in purchasing with both off-the-shelf items as well as complex purchases that adhere to MIL-Spec, NSN or customer specific requirements. Must be able to understand product specification and industry regulations pertaining to military requirements
- Expert knowledge of POS system architecture with the ability to download and create usable spreadsheets from complex data input
- Must master good inventory management practices. With ability to use and demonstrate Excel skills with purchasing staff to improve process efficiencies
- Knowledge of AbilityOne program requirements
- Knowledge of military purchasing requirements and regulations
- Familiar with differences by agency (Army, Air Force, Navy, etc.) to assure compliance with recycling, hazmat, TAA, Buy American Act and other regulations that may restrict what items can be sold or how they are sold
- Excellent numerical, math and analytical skills required
- Excellent communication and interpersonal skills required
- Must be a problem solver

Though you may meet the requirements for work eligibility in the United States, this position requires that you meet special government/military compliance regulations (ITAR-International Traffic in Arms Regulations). This means you must be able to provide legal documentation as a U.S. citizen, U.S. permanent resident alien, or other ITAR compliant status.

Equal Opportunity Employer, Male / Female / Persons with Disabilities / VEVRAA

FEDERAL CONTRACTOR

[To Apply](#)

Send Resume:

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For more information on employment opportunities and to learn more about the mission of the Lighthouse for the Blind, Inc., please visit:

www.seattleighthouse.org