

**Enviro Tech Chemical Services, Inc.**  
**Job Description**



<b>Job Title: Purchasing Manager</b>	
<b>Work Location: Modesto, CA</b>	
<b>Department: Purchasing</b>	
<b>Job Type: Full-time</b>	<b>HR Contact: Facility HR Representative</b> <b>Revision Date: 09/2020</b>

**Essential Duties and Responsibilities:**

Responsible for the procurement of commodities; develop and implement strategic commodity purchasing plans; manage all supplier relationships. Other areas of responsibility include price negotiation, planning, production inventory control and quality control.

- Purchase raw material, tooling, and components for custom and standard inventory, as well as materials, office supplies and equipment needed for day-to-day operations.
- Builds and maintains good business vendor relationships and seeks out new or alternate vendors as required.
- Establishes and maintains raw material inventory and periodically checks quantities to ensure accuracy.
- Prepares complete and accurate purchase orders according to company guidelines.
- Expedites and follows up purchase orders as requested.
- Resolves order and billing discrepancies in coordination with accounting and vendors and responds to inquiries on any material received.
- Prepares and transmits requests for quotes for items to be purchased via internet, email, telephone, or fax.
- Ensures vendors can provide products that meet the necessary internal technical requirements.
- Processes returned purchased items that are not acceptable or do not meet specifications.
- Interfaces with management concerning new products, and forecasts for new and existing products.
- Maintains purchasing history including paper & computer files.
- Initiates and distributes change notices for purchased items such as changes in specifications, part numbers, sources, and pricing.
- Interfaces with shipping/receiving regarding incoming and outgoing shipments on daily basis.
- Attends and participates in meetings to ensure customer requirements are met.
- Maintain vendor DEA Authorized Buyer Forms
- Basic Computer skills including MS Office, Word Excel, etc.
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude.

**Education and/or Work Experience Requirements:**

- High School Diploma/ or GED required.
- Oral and Written Communication Skills
- Computer Literacy
- Customer Service
- Diplomacy
- Filing
- Math Aptitude
- Negotiations
- Organization
- Planning

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- Professionalism
- Presentation Skills
- Reading Skills
- Time Management

*Enviro Tech Chemical Services, Inc. is an equal opportunity employer and considers qualified applicants for employment without regard to sex, race, color, religion, ethnic or national origin, gender, sexual orientation, gender identity or expression, age, pregnancy, leave status, disability, veteran status, genetic information and/or any other characteristic or status protected by national, federal, state, or local law. Must be able to pass all pre-employment screens (including drug, background, and criminal checks).*

Excellent Benefit package and compensation.