



Position Title: Purchasing Director-Huntington Place

Job Summary:

Purchasing Director develops and directs objectives, policies, and processes regarding all purchasing functions. Reviews vendor quality and maintains price controls and inventory flows to identify and implement efficient purchasing programs. The top candidate will be highly motivated, exceedingly well-organized, and successful at building and maintaining trust with the CEO and other members of the Executive Team. The ideal candidate will be efficiency focused and possess the ability to maintain structure in a fast-paced environment, the flexibility to integrate seamlessly into diverse communication flows, and the capacity to effectively prioritize with little supervision. A keen eye for detail, a commitment to quality and consistency, composure under pressure, and a positive outlook are paramount. The candidate will be able to handle confidential information and complex situations with grace and the highest level of business acumen.

Key Job Elements:

- Provides overall leadership, management, and supervision for all purchasing operations including travel and credit card process, contract and vendor administration, and training sessions.
- Manages and supervises DRCFA's CAPEX purchase orders for goods and services to the departments and vendors.
- Verifies that purchasing processes are in compliance and documented according to the DRCFA approved procurement policy
- Board procurement policies and State of Michigan procurement laws.
- Reviews back up information and records pertaining to requisitions to purchase submitted by the departments.
- Maintains a relationship with the DRCFA and ASM Global Finance departments in relation to financial transactions needed for the process and issuance of purchase orders.
- Ensure that all purchase requests have been approved in accordance with authorized approval levels.
- Assists with the writing and reviewing of specifications by working with the departments and vendors to ensure accurate description of items.
- Maintains an accurate vendors list according to the general ledger classification codes and maintains an accurate list of purchase requisitions processed by department.
- Create and implement DEI programs to increase participation among underrepresented business owners and work towards increasing program participation through annual open house workshops and informational sessions
- Recommends the best procurement method for public competitive bidding according to the departmental needs and prepares necessary solicitation documentation for RFP's, RFQ's, CSP, in conjunction with the department.
- Conducts formal solicitation process (IFB, RFP, RFQ), prepares bid documents, specifications, terms and conditions, pre-proposal conference, bid openings, and assists departments with the evaluation process.
- Prepares summary of bids or proposals received through public competitive processes, evaluates proposals and tabulations and provides a recommendation to the department's authority.
- Prepare purchasing related material needed for DRCFA board approval including agenda request and leadership briefs
- Serves as a liaison between the departments and bidders to coordinate procurement issues and needs.
- Prepares procurement contracts documentation for sign-off authority.
- Reviews, recommends, develops, and implements departmental strategies, policies, procedures, processes, guidelines, forms, goals, solicitation templates, and planning schedules according to the DRCFA Board and other applicable local, federal, and State of Michigan laws and statutes.
- Review all proposed and received orders to ensure vendor compliance and recommends vendor changes when necessary.
- Oversees and provides direction to staff with the vendor licensing process.
- Assists departments with disposal of surplus goods and equipment in keeping with sustainability initiatives
- Develop purchase orders, for components, products and CAPEX/expanse items.
- Assists in budget planning.
- Provides education and training to the departments to ensure effective purchasing practices and interaction with the vendors.
- Exercises purchasing knowledge and tact dealing with departments and outside vendors for the purpose of procuring goods and services.
- Generates correspondence and mail regarding procurement issues with the DRCFA, department and vendors
- Conducts responsible technical, supervisory, and administrative management for the DRCFA's wide Records Management Program.
- Ensures the maintenance, preservation, imaging, and destruction or other disposition of DRCFA's records is carried out in accordance with the policies and procedures of the ASM Global/DRCFA Records Management Program and the requirements of the law.
- Performs work in compliance with applicable rules and regulations.
- Maintains files and accurate records of purchase requisitions to document purchasing activity.
- Completes duties and responsibilities in compliance with DRCFA's standards, policies and guidelines

Key Job Elements: continued

Promotes positive morale and teamwork within the functional unit and provides exceptional customer service to DRCFA and ASM Global teams.

Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, and customers.

Performs other duties as assigned.

Qualifications:

- A Bachelor's degree from an accredited university is required, Master's in Business Administration (MBA) is preferred
- Ten (10) years of purchasing experience with at least five (5) years in a purchasing management position.
- Construction and hospitality industry knowledge and experience is a plus
- .Thorough working knowledge of the laws, roles, regulations, principles, practices of professional purchasing is required
- Must possess excellent communication, organizational, and analytical skills.
- Adaptable / Flexible – being open to change in response to new information, different or unexpected circumstances.
- Proven ability to drive cohesion and collaboration among many different people & functions.
- Coordinates and processes all Return-To-Vendor requests.
- Have exceptional communication skills, both spoken and written. Must be an especially astute listener to pick up subtle cues that others may miss.
- Proficient with MS Office, Excel and PowerPoint especially with composing memos, letters and emails.
- Organized – Extremely organized, self-disciplined and professional in demeanor

TO APPLY:

Please go to the website listed below:

https://asmglobal.wd1.myworkdayjobs.com/careers/job/Detroit-MI/Purchasing-Director_R10013861

No Phone Calls

This position offers a competitive salary and benefit package.

Huntington Place /ASM Global is an Equal Opportunity/Affirmative Action Employer, and encourages Women, Minorities, Individuals with Disabilities, and Protected Veterans to apply. VEVRAA Federal Contractor.