



PURCHASING AND INVENTORY CONTROL MANAGER

Department: Purchasing
Reports To: Chief Operations Officer
FLSA Status: Exempt
Updated: 9.9.2022

Aqueous Vets® (AV®) is seeking talented, capable applicants to fill several key roles for our growing organization.

AV is a vertically integrated company that manufactures water treatment systems to address contaminated groundwater impacted with emerging contaminants (PFOA/PFOS, VOC's, fuels, 1,2,3-TCP, TOC, Chrome 6, and Arsenic). Based in Redding, California our capabilities include design and engineering, system manufacturing, system installation, startup services, and site civil construction. **Our integrated system approach allows AV the ability to deliver the entire treatment system from the influent to effluent flanges on the treatment pad, creating more value for our clients and the end-user.**

Description:

The Purchasing and Inventory Control Manager will oversee the activities of the purchasing and inventory control department and manage the inventory of materials for the company.

Essential Duties and Responsibilities:

- Purchases supplies, materials, and parts for the company.
- Maintains knowledge of trends, prices, buyers, and delivery conditions to anticipate future material availability; directs purchasing programs accordingly.
- Develops and maintains inventory databases for supplies and materials used.
- Negotiates and completes contracts with vendors for optimal cost and delivery times.
- Reviews purchase orders and contracts for compliance with company and departmental policies.
- Collaborates with sales, customer service, and logistics departments to maximize efficiency in the purchasing and inventory control department.
- Communicates with suppliers to resolve problems that may arise regarding delivery, quality, price, or conditions of sale.
- Sets authorization limits for purchasing staff.
- Purchases large and complex items.
- Develops and implements policies and procedures related to purchasing and inventory control with a goal to maximize efficiency and optimize workflow.
- Performs other duties as assigned.

Required Skills/Abilities:

- Proven negotiation skills.
- Excellent interpersonal and customer service skills.
- Ability to exercise tact, courtesy, and ethics when dealing with vendors, co-workers, and customers.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills with the ability to effectively train others.
- Proficient with Microsoft Office Suite or related software, as well as inventory software.
- Extensive experience and ability to manage the procurement function in Microsoft Business Central, Dynamics GP, or NAV or related ERP.

**Qualifications:**

To perform this job successfully, an individual must be professional, proactive, and positive. Having a passion for exceptional customer service and support is a must. Being sensitive to the unpredictable demands and uncertainties associated with customer service is a requisite to delivering superior results and exceeding the expectations of our customers.

Education and Experience:

- Bachelor's degree in business or related field with coursework in purchasing and/or inventory control management, required.
- At least five years of buying or purchasing experience required with supervisory experience preferred.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- May be asked to travel to visit vendors or different company locations.

Aqueous Vets® is an equal opportunity employer. We commit to a policy of nondiscrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religion, creed, gender, pregnancy or related medical conditions, age, national origin, or ancestry, physical or mental disability, genetic predisposition, marital, civil union or partnership status, sexual orientation, gender identity, or any other consideration protected by federal, state or local laws.