

Purchasing Manager

We are looking for an experienced Purchasing Manager to join our team in Conroe, TX. The Purchasing Manager will be an integral part of maintaining an efficient and smooth operation. You will direct and coordinate all activities involved in purchasing equipment, supplies, products, and services. Additionally, you will establish and maintain relationships with vendors while continually searching for improved materials, suppliers, and processes.

Duties and Responsibilities:

- Manage purchasing and contracting of materials, supplier, equipment, and services for operation of plant.
- Continually search for new materials, suppliers, and processes to achieve improved quality, reliability, pricing, and delivery.
- Will provide hands on leadership in supplier management, cost reduction and process improvement initiatives to minimize the costs, delivery time, and efforts to procure materials from suppliers.
- Identify vendors; assess vendor's abilities and gage performance.
- Lead various sourcing and process improvement projects.
- Oversight of inventory accuracy and direct procurement of products, materials, and supplies.
- Determine merchandise costs formulating and coordinating merchandising policies and activities to guarantee profit.
- Recommend major purchases of materials based on projected changes in process or on uncommon availability circumstances.
- Represent organization in creating policies and negotiation contracts with vendors.
- Follow up on the procuring of products with staff to make sure product is meeting expectations.
- Partners with manufacturing and production planning groups to meet delivery goals.
- Subject matter expert on quality policies and technical procedures.

Qualifications

- 2-4 years of experience in manufacturing, warehouse downhole tools, directional industry
- Knowledge of tool component tracking system
- Filing skills to include physical and digital records management
- Excellent analytical, prioritization, delegation, and multitasking skills
- Computer knowledge (Windows, Microsoft Office, etc.)
- Must be able to pass drug, alcohol, and background screening

An Equal Opportunity Employer

Please send resumes to careers@turbodrillind.com