



Location for this position:

*Johnson Plastics Plus
5409 Hamlet Drive
Findlay, Ohio 45840*

Title: Distribution Purchasing Manager /Supply Chain Manager

Reports To: Director of Procurement and Global Supply Chain Management

Primary Purpose: Collaborates with the internal sales and inventory teams to effectively procure product inventory by supporting the process from start to finish. Works closely with domestic and international vendors assigned to them to obtain relevant information relating to products, pricing, order quantities, and delivery schedules.

Expected Attributes of Employees:

- Positive attitude with a high level of accountability, personal drive, ambition, integrity
- Competent in communicating directly and effectively throughout the organization
- High level of multi-tasking skills, with a strong attention to details
- Passion for continuous improvement in all aspects of the position and a personal drive toward positive results
- Demonstrated strong oral and written communication skills
- Ability to balance issues emotionally and objectively and empathize with other employee concerns
- Team-oriented customer service spirit with a passion to learn in a fast-paced, goal/deadline-driven atmosphere

Qualifications:

- Bachelor's degree in business or related field or at least five years of related purchasing/supply chain experience.
- Working knowledge of general purchasing principles, practices and procedures.
- Experience working with integrated ERP systems.
- Efficient with Microsoft Office software (Word, Excel, PowerPoint). Microsoft Office; primarily MS Excel
- Ability to set priorities, analyze problems, work independently and manage time effectively. Highly organized and detail oriented, with the ability to multi-task and follow-up on all responsibilities.

Primary Duties & Responsibilities:

- Optimize the company's purchasing and global supply chain efforts with effective procurement and spend strategies, contracts, processes, and policies.
- Review regularly optimal product inventory levels in locations throughout the company, maintaining the right balance of inventory to match sales demands, with a constant focus on providing the highest level of customer service possible.
- Build and maintain relationships with key suppliers and act as the lead point of contact for all purchasing and supply agreements, setting performance criteria to ensure expectations are met.
- Build a transparent system for sharing relevant metrics, which drives continuous improvement, utilizing "lean" initiatives and practices. Make recommendations to improve productivity, quality, and efficiency of operations
- Collaborate with the internal sales and inventory teams to effectively procure product inventory by supporting the process from start to finish.
- Work closely with assigned domestic and international vendors to obtain relevant information relating to products, pricing, order quantities, and delivery schedules.



- Research alternate sources for products, as requested. Compile relevant information for comparison to present to management.
- Maintain vendor database with current contact information and other relevant data.
- Add new vendors in ERP system and ensure that all necessary information is entered. Research missing information, as needed.
- Place purchase orders for inventory items within set guidelines and parameters. Place purchase orders for new products as directed by management. Track Order Status and communicate to appropriate staff. Expedite shipment of orders when required.
- Maintain purchase order files
- Review purchase orders against delivery. Investigate pricing or receipt discrepancies and monitor delivery dates to ensure on-time delivery. Report issues to management quickly.
- Request product samples when appropriate. Distribute samples internally for review and feedback.
- Prepare import documents for freight forwarder and generate inventory costing paperwork
- Professionally manage, develop and coach assigned team members to maximize their individual and team potential.
- Complete all other projects and tasks assigned by supervisor.

Johnson Plastics Plus is the leading supplier/distributor to the engraving and sign-making industry. As part of the Rowmark brand, JPP strives to provide world class products and service to our customers each day through our distribution facilities located throughout the U.S.

Johnson Plastics Plus is an Equal Opportunity Employer that values our employees and offers a competitive pay and benefits package, an encouraging, supportive environment with training, professional development, recognition programs and career growth opportunities. Our benefits include profit-sharing, medical, dental, vision, 401(k), life insurance, flexible spending account options, short-term and long-term disability, vacation and paid company holidays.

We believe that people have always been and will continue to drive the success of our company. If this sounds like the opportunity for you, we invite you to submit your name for consideration.

Please send resume and salary requirements to: kwinner@rowmark.com