



Location for this position:

Rowmark
5409 Hamlet Dr.
Findlay, Ohio 45840
www.rowmarkllc.com

Title: Supply Chain and Purchasing Manager

Reports To: Supply Chain and Procurement Leader

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 and 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; strong proficiency in 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 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 appropriate to improve delivery and cost. 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 maintained. 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.
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At Rowmark, we are passionate about making our customers look great!

We proudly manufacture, market and distribute of a wide array of innovative and quality products for our customers primarily in the awards, recognition and signage markets.

Founded in 1997, our company has developed into the leader in the markets we serve. Our state-of-the-art manufacturing, warehousing and distribution systems continue to be keys to our success.

Rowmark's family of companies is headquartered in Findlay, Ohio, where it manufactures its plastic sheet materials in a new 88,000 square foot facility. Our extensive product line of sheet materials are distributed in over 80 countries around the world.

Rowmark also owns and operates a separate lamination and film business unit in Trenton, NC as well as an additional customer service/distribution centers located in Belgium and Australia. In October 2013, our company partnered with Bertram Capital, staging us for major growth.

We have recently joined forces with several very successful domestic distributors (Johnson Plastics, LaserBits and Bur-Lane), leading to our introduction of Johnson Plastics Plus in 2017 as the leading supplier/distributor to our customers in the engraving, sign-making, awards/recognition, industrial, hospitality, hobby markets. As part of the Rowmark family of companies, Johnson Plastics Plus strives to provide world class service to our customers every day with eleven distributions points throughout the United States.

Rowmark 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