

## **Job Summary:**

The Purchasing Manager is responsible for sourcing, negotiating, and securing all materials, components, and services required for HVAC production. This role ensures timely and cost-effective procurement while maintaining quality standards and fostering strong supplier relationships. The ideal candidate will have a deep understanding of supply chain processes, and strategic purchasing.

## **Key Responsibilities:**

- Develop and implement sourcing strategies to support production schedules and cost targets.
- Source and evaluate suppliers for raw materials, components, and other HVAC-specific items.
- Negotiate contracts, pricing, terms, and delivery schedules with vendors to ensure optimal value and reliability.
- Monitor inventory levels and collaborate with production planning to forecast purchasing needs.
- Ensure compliance with quality standards, safety regulations, and company policies.
- Manage and maintain strong supplier relationships to support business continuity and performance.
- Coordinate with Engineering and Quality to approve new components or materials.
- Oversee purchasing team, provide leadership, training, and development.
- Manage ERP system for procurement data and purchase order processing.

## **Education:**

- Bachelor's degree in supply chain management, Business Administration, Engineering, or related field.

## **Experience:**

- 2+ years in purchasing or supply chain management, preferably within HVAC, mechanical systems, or manufacturing industries.
- Proven track record of cost reduction, supplier negotiation, and procurement optimization.

## **Skills:**

- Strong knowledge of HVAC components, manufacturing materials, and sourcing strategies.
- Proficient in ERP systems
- Excellent negotiation, analytical, and organizational skills.
- Strong communication and leadership capabilities.
- Ability to work cross-functionally in a fast-paced production environment.