



Cow Creek Government Office

Purchasing Manager

Job Code: 1638
Department: Finance
Location: Roseburg, OR
Minimum Salary: \$73,329.11

POSITION PURPOSE:

Responsible for purchasing & procurement activities for the Cow Creek Government Office (CCGO). The Purchasing Manager acts as the primary point of contact between suppliers and Government Office employees. Responsible for the procurement of goods and services, managing supply chains necessary for operations. Also responsible for maintaining (editing and revising, as needed) the CCGO Procurement Policy, its implementation, and the training of staff. Other duties include ensuring Tribal, State, and Federal contractual/statutory obligations are met. Participation, and/or management of Requests for Proposals (RFPs) or other competitive bidding methods, while crafting a contextual narrative on bid selection.

ESSENTIAL FUNCTIONS:

- Develops purchasing strategy.
- Collaborates with other departments and leadership to identify needs and plans for acquisition of equipment, materials, products, services, and acceptable substitutions.
- Review, process and approve payment of purchase orders.
- Process receiving and storage of supplies.
- Ensures that all departments follow proper purchasing and requisitions guidelines as set forth in the CCGO Procurement Policy.
- Research suppliers and costs for all departmental needs.
- Evaluates vendors based on quality, timeliness, and price.
- Build and maintain long-term relationships with critical suppliers, negotiate vendors, contracts, and agreements beneficial and cost effective for the CCGO.

- Provides recommendations for processing, purchasing, and bidding of goods and/or services for the property.
- Adheres to federal funding procurement requirements (2CFR 200) as applicable.
- Create and implement procurement strategies that are innovative, cost-effective, and efficient.
- Track the shipment, inventory, and supply of materials.
- Performs other duties as assigned.

QUALIFICATIONS:

- Bachelor's Degree in Supply Chain Management, logistics, business administration, or 2 years work experience in related field.
- In-depth knowledge of contracts, invoicing, and negotiation terms.
- Excellent organizational, communication, interpersonal and leadership skills.
- Problem solver with a strong analytical mindset.
- Outstanding organizational and time management skills.
- Excellent customer service skills.
- Advanced computer skills in Microsoft Word, Excel, and Outlook.
- Analytical/mathematics skills essential.
- Able to read and comprehend written instructions.
- Ability to handle multiple priorities and tasks at once.
- Current and valid Oregon Driver's License.