

THE COMPANY: GARAGA

POSITION TITLE: PURCHASING MANAGER

REPORTS TO: General Manager

LOCATION: PONCA CITY, OK

SCOPE: 180,000 SQ FT | 150 EMPLOYEES | NON-UNION | EXEMPT

<https://www.garaga.com/>

[HTTPS://WWW.GARAGA.COM/VIDEO/HOW-ITS-MADE](https://www.garaga.com/video/how-its-made)



THE COMPANY:

Garaga is a family business founded in 1983 by Michel Gendreau and passed on to his 2 twin sons, Martin and Maxime, both co-presidents since 2018. A leading Canadian and US based manufacturer of superior quality garage doors for the residential, commercial and industrial markets, Garaga is also a distributor of LiftMaster door openers and accessories. The company sells its products all over Canada and the United States, through its network of specialists, the Garaga Experts, as well as in the largest hardware store banners. Garaga is renowned for the variety and quality of its products, the value of its warranties and the quality of its Garaga Experts network, a program designed to ensure the success of its dealers and the most enjoyable and easiest customer experience ever.

Our mission To ensure the success of our dealer network and to make sure that consumers can always count on the beauty, strength and durability of our garage doors to add curb appeal to their buildings.

THE OPPORTUNITY:

As a purchasing agent for the organization, the buyer will research, evaluate, and buy products to meet our daily operational needs. The ideal candidate for the buyer position is astute, analytical, and a skilled negotiator and a "deal-maker".

As a buyer/planner, you will need to negotiate with suppliers to secure competitive prices. The goal is to ensure that the business will always have adequate stock that meets its requirements. That way we can deliver value to our customers through high-quality products and facilitate sustainable growth.

KEY RESPONSIBILITIES:

- Negotiates with vendors for good and services, negotiating the best possible price and service guarantee.
- Establishes purchasing policies and ensure compliance.
- Develops new supply sources where vendors are inadequate.
- Examines bids and makes awards.
- Collaborates with other departments and leadership to identify and develop needs and requirements for equipment, materials, products, and acceptable substitutions.

- Assesses current material availability; reasonably predicts future availability based on the market, delivery systems, and other variables.
- Drafts, explains, and implements instructions, policies, and procedures for purchasing and contract management.
- Resolves grievances with vendors, contractors, and suppliers.
- Negotiates blanket purchase orders when appropriate and monitors cost during the time period.
- Checks requisitions for appropriate approval and account numbers.
- Works closely with receiving department to ensure proper supplies arrived.
- Traces delinquent arrivals from purchase orders.
- Follows environmental and safety regulations and acts in compliance with U.S. laws.
- Complies with safety and corporate guidelines on business ethics.
- Lead/train/coach and develop purchasing team members.
- Some travel may be required in the USA and Canada.

Other duties as requested, directed or assigned. Shared responsibility to create and maintain SDS program

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree in a business-related area.
- Minimum of 5 years of purchasing experience in the steel industry.
- 5+ years of experience of purchasing in a steel manufacturing environment
- Experience procuring steel and or plastics for manufacturers
- Interest in market dynamics along with business sense
- A knack for negotiation and networking
- Working experience of vendor management software
- Working knowledge of KPI's – Delivery, Cycle time, Supplier Lead Time, Quality, Inventory Risk, and Cost.
- Ability to gather and analyze data and to work with figures.
- Solid judgement along with decision making skills.
- Strong leadership capabilities.
- Microsoft Office proficiency a must. Particularly Excel.

PHYSICAL SPECIFICATIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Frequently/occasionally sit, climb, stoop, kneel, crouch or crawl and balance.
- Frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 lbs.



- Sit, stand, and walk for long periods throughout the day.

Able to work in high and cold temperatures throughout the year.

About Cornerstone Kansas City:

Cornerstone Kansas City is a leading retained executive search firm based in Prairie Village, Kansas that helps great companies recruit great people. For more than 40 years, Cornerstone Kansas City has excelled in serving its client companies with executive talent acquisition, leadership development and career transition services across the Central Midwest region of the United States. Cornerstone Kansas City has successfully completed more than 1,600 retained executive search assignments for C-suite, President, Vice President, Director and Senior Management-level positions. To inquire about how Cornerstone Kansas City can serve your executive talent acquisition needs, please [click here](#) to visit our website.

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