

RMK MERRILL-STEVENSONS

Purchasing Department Manager Job Description

Summary

RMK Merrill-Stevens, Florida's Oldest Shipyard, is under Major Renovation requiring an **Industry Experienced Purchasing Department Manager** to join our growing Purchasing Department. Your work must be of the highest international standards to meet Classification Society Requirements of ABS, Lloyds and the US Coast Guard.

Team Members of the RMK Merrill-Stevens Management Team, will manage the Purchasing, Stockroom and Tool Crib Departments including recruiting efforts, hiring, training, evaluating and implementing new software based tools & management systems, negotiating with vendors, and providing senior management the information they require to make strategic business decisions.

Job Responsibilities:

- Knowledgeable in Purchasing, Inventory Control, Shipping & Receiving.
- Maintain Accurate Purchasing, Shipping and Inventory Records.
- Negotiate with Vendors to obtain best price and terms.
- Analyze purchasing trends of commonly used items to take advantage of price/volume breaks while at the same time taking care to not overstock.
- Effectively source new items per customer/management specs.
- Proactively manage orders, lead times and inventory levels to ensure parts are onsite as needed and alert management of any back orders and delays.
- Develop and maintain systems to accurately track inventory items for specific projects and priority overseas customer orders.
- Assist accounting in verifying receiving information including price and quantity.

Required Experience and Education:

- 7+ years' experience working in purchasing and management.
- Experience working within the marine industry required.
- Bachelor's degree is preferred but not required.
- Experience using QuickBooks.
- Basic accounting skills.
- Excellent communication skills with co-workers, management, suppliers and customers.
- Detail oriented with excellent organizational skills.

*To support our Major Renovation, we are hiring
Experienced Marine Professionals in All Departments including
Marine Trades, Project Management, Shipyard Services and Facility Maintenance.*

RMK Merrill-Stevens is an Equal Opportunity Employer