



Procurement Manager

TCR Composites is a manufacturer and supplier of composite Prepreg materials located in Ogden, Utah; serving customers globally. TCR Composites is a growing company offering a good work environment, challenging career opportunities, and a comprehensive benefits package. We are currently seeking a Procurement Manager. TCR does not offer a relocation package.

Job Summary/Objective

The procurement manager is responsible for developing and administering all procurement related activities. Position is exempt status and reports directly to the Controller.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ensures all component items and finished goods have accurate Bill of Materials, including up to date costs and descriptions.
- Manages purchasing activities to support the manufacturing process.
- Negotiates with vendors for goods and services to ensure best possible price and service guarantee.
- Develops new supply sources where vendors are inadequate.
- Approves all sales orders for availability of materials needed and takes necessary action to ensure materials are available for production.
- Approves purchased invoices for payment, checking for accuracy of price and delivery.
- Analyzes supplier performance and approves new supplies.
- Follows environmental and safety regulations and acts in compliance with U.S. laws.
- Complies with safety and corporate guidelines on business ethics.
- Keeps Open PO Report updated and accurate.

Competencies

- Maintains the highest standards of integrity and honesty
- Show communication, organizational, problem-solving, and decision making skills
- Be motivated, reliable, and able to work in a team environment
- Time Management
- Ability to work under time constraints
- Good attendance and punctuality
- Basic computer skills

Required Education and Experience

- Bachelor's degree in a business-related area
- Five plus years' procurement experience preferred
- Able to pass a pre-employment background check and drug screen.

Supervisory Responsibility

This position has no supervisory responsibilities.

**Work Environment**

This job operates in a professional office environment. It requires routine use of standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

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.

The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type/Expected Hours of Work

This is a full-time, exempt position. Days and hours of work are generally Monday through Friday, 7:00 a.m. to 3:30 p.m. Evening and weekend work may be required as job duties demand.

Travel

No required, but on rare occasions may be asked to attend trade shows to meet with suppliers.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

EEO Statement

The Company does not discriminate against any employee or applicant because of the following legally protected characteristics: race, color, religion or creed, national origin, sex, sexual orientation, gender identity, pregnancy (including childbirth, lactation and related medical conditions), age, marital status, physical or mental disability, veteran status, genetic information (including characteristics and testing), or any other characteristic protected by federal, state or local law. This policy covers all personnel practices, including but not limited to hiring, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, selection for training and employee benefits.