

## POSITION DESCRIPTION

### PURCHASING AND LOGISTICS MANAGER

Office Location: St. Louis, Missouri

Level: Experienced

Department: Square UP

Reports to: General Manager

Supervises: N/A

The Purchasing and Logistics Manager is responsible for all aspects of purchasing and logistics for projects. The manager will be required to coordinate the movement and storage of goods and equipment at the construction site and yards with project teams.

Key interfaces that the Purchasing and Logistics Manager must ensure early engagement with are: the project planner/ estimators, the accounting team, and the project manager team. The Purchasing and Logistics Manager should ensure that the projects and service team is fully aware of logistics activities in support of the program.

The goal is to manage the entire order cycle to enhance business development and ensure sustainability and customer satisfaction.

#### A. Essential Functions

- a. Point of contact between vendors and Company.
- b. Prepare subcontracts and purchase orders.
- c. Experienced in resolving vendor, internal and external conflicts.
- d. Create positive team environment.
- e. Work strategically with office and site personnel.
- f. Strategically plan and manage logistics, warehouse, and transportation
- g. Direct, optimize and coordinate full order cycle including purchase orders
- h. Develop improvement projects to delivery savings, cost avoidance and improved service levels
- i. Liaise and negotiate with suppliers, manufacturers, and consumers
- j. Keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency
- k. Arrange warehouse, catalog goods, plan routes, inventory planning and process shipments
- l. Maintain metrics and analyze data to assess performance and implement improvements
- m. Comply with laws, regulations and ISO requirements

#### B. Desired Qualifications

- a. BS in business Administration, Logistics or Supply Chain
- b. At least 5-10 years' experience purchasing and logistics management
- c. Knowledge of construction job site management operations
- d. Experience in accurately/efficiently managing inventory
- e. Experience in purchasing
- f. Excellent analytical, problem solving and organizational skills
- g. Ability to work independently and handle multiple projects

## COMPANY PROFILE

The UP Companies, one of the region's largest full-service MBE-Certified contractors, offers competitive, all-inclusive solutions for general contractors, owners and facility management professionals. Founded on the ideals of technical excellence, personal responsibility, collaboration and diversity, we pride ourselves on the ability to provide integrated solutions to all clients. Our mission is to exceed the expectations and experiences of our collaborators and clients by utilizing our unique corporate infrastructure to provide safe and innovative solutions, exceptional workmanship, technical excellence and integrity at every level.