

Company Name: Procurement Services Associates

Company Contact: Teresa Schwartz

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Pay Rate: 90-110K

Our Los Angeles area restaurant client is looking for a Purchasing Manager. Reports to Director of Supply Chain. Supervises purchasing coordinators/administrator and quality control.

The Purchasing Manager will be responsible developing, maintaining, and administering a supply chain of products that ensure an uninterrupted flow of products that is of the highest quality and the best price value available to support our store operations. This will be achieved by:

- Managing the purchasing and vendor assurance activities to ensure appropriate levels of inventory and product is available to service the stores on a daily basis.
- Manage all aspects of purchasing, including selecting and assessing of vendors.
- Clearly define and maintain product specifications.
- Maintain professional relationships with vendors.
- Develop, negotiate, and manage all contracts and pricing agreements for assigned categories while always maintaining a competitive landscape to enhance food quality and safety.
- Train and lead Purchasing/Quality Assurance staff.
- Monitor market fluctuations and track purchasing activity and measurements and provide information on products, pricing, market conditions, and supply chain threats and make recommendations to upper management.
- Identify problems, evaluate alternatives, and develop solutions according to company standards.

Qualified candidates must have:

- **5+ years of experience in a senior purchasing responsibility in the restaurant industry, with specific knowledge and expertise purchasing fresh produce.**
- Experience overseeing a purchasing/quality assurance team preferred.
- College degree in related field(s) preferred.
- Proven prior experience with design, implementation, and administration of a vendor assurance program required.
- A thorough understanding of basic accounting.
- Proficient in computer systems, including Microsoft office.

Please submit resumes to: tschwartz@procurementservices.com

**Teresa
Schwartz**
Marketing
Manager

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