

## **About H & K**

H&K International is a leading global supplier of stainless steel kitchen equipment to the food service industry with a long-established reputation for quality products, precision manufacturing and exceptional customer service. H&K delivers flexible, value-driven restaurant equipment solutions to major customers in North America, Latin America, Europe, Australia and Asia.

## **Summary**

Private manufacturing company in Dallas is seeking a Purchasing Manager. Strong leadership skills and experience in a manufacturing environment are a must. Knowledge of the restaurant industry and /or an engineering background is a definite plus. This position reports to a senior level of management. Candidate must be well-organized and have advanced Microsoft Excel and Access skills.

## **Essential Duties and Responsibilities**

- Develop, implement, and enforce SOP's.
- Maintain adequate, but not excessive inventory levels in a multiple facility environment.
- Develop and execute material requirement plans based on sales and/or production forecasts.
- Develop short, mid and long term global sourcing strategy to help improve margins and maintain a competitive advantage within the industry.
- Coordinate with Sales, Engineering and Production Managers in order to ensure that products are value engineered both during the design process and throughout the product life cycle.
- Provide clear direction to, motivate and promote further development of a team of 6-8 buyers and analysts.
- Oversee and the effectively manage over 500 active vendors, while building strong trust based relationships, with an annual spend of over \$70M.
- Regularly analyze inventory on hand and on open PO in order to prevent over stock and stock out situations, while also maintaining an adequate level of safety stock.
- Perform detailed analysis and create reports, where necessary, to determine when improvements or adjustments are needed in order to provide a superior level of customer service to both internal and external customers.
- Performs other duties as assigned.

## Requirements

- Minimum of 5 years previous materials management experience.
- Must have strong Leadership skills and have a proven track record of conducting business in both a professional and an ethical manner.
- Must have excellent verbal and written communication skills.
- Attention to detail is a definite must.
- The ability to set measurable and attainable, both individual and departmental, goals and objectives.
- Some travel will be required, both domestic and international, not to exceed 20% of time.
- Must be capable of working independently, while exercising appropriate discretion and judgment.
- Prior experience in global, low cost, high quality sourcing is a definite plus.
- Excellent negotiating and cognitive analysis skills.
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\*Please submit resume in Word format to: [Opportunities@ hki.com](mailto:Opportunities@hki.com)

\*No resumes will be considered without salary history and expectations.

**No recruiters/staffing agencies will be considered in filling this position.**

We offer a competitive benefits package including a comprehensive medical plan that includes short/long term disability, flexible spending account, life insurance, 401k (with 100% match up to 5%), tuition reimbursement, free online training courses and a business casual dress environment.