

# ❄️ WARM WINTER WISHES ❄️

## **PURCHASING MANAGER**

### **Position Overview**

The Purchasing manager is responsible for ensuring that each child identified as a WWW recipient receives personalized gifts and warm clothing as requested on the order forms; that money is spent wisely; and, that the organization makes an effort to support local businesses.

### **Essential Job Functions**

#### ❄️ **Planning**

- creating a clear and concise plan for the purchasing group
- setting achievable, challenging, measureable goals and objectives
- develop plans for sourcing and acquiring required clothing, gifts, gift cards...giving top-priority to dealing with local businesses

#### ❄️ **Organization**

- maintain organized, detailed records of school/family/child information
- determine how the shopping information will be distributed and maintain accurate records of money dispersed, receipts and returned cash
- work in conjunction with the finance department and the Office Administration to ensure precise financial records are kept and all board accounting procedures are followed

#### ❄️ **Implementation & Leading**

- train employees
- delegate tasks and responsibilities to employees and monitor their results
- maintain accurate records of planning details, organization including dates & times, delegated tasks...
- document employee or group problems and how they were resolved
- motivate & recognize the efforts and achievements of your employees
- effectively respond to employee conflict & appropriately deal with under-achieving employees

#### ❄️ **Control**

- constantly monitor your activity progress and make necessary adjustments to ensure you meet your ultimate goal—100% accuracy
- organize the labeling, bagging, school viewing and delivery of all gifts in an efficient, effective manner
- make follow up communication to all school contacts to ensure 100% accuracy with delivered gifts

## Other Job Requirements

- \* Accountable for the leadership & management of department employees
- \* Report directly to the GM & CEO
- \* Work closely with the PR department to obtain completed order forms and Finance department to determine when more order forms can be requested
- \* Hold regular department meetings to plan, organize, implement & control your departments goals
- \* Provide communication updates to key organization stakeholders
- \* Complete assessments for each employee in the activity group
- \* Complete Manager's Report for the Activity Group

## Skill Requirements/ Abilities

- \* capable of making sound, ethical business decisions
- \* highly organized
- \* competent math skills required to maintain accurate accounts of money dispersed, reconciled with incoming receipts and excess cash
- \* ability to meet deadlines
- \* effective communicator—able to interact with WWW employees, as well as GM & CEO
- \* strong interpersonal skills required to motivate others
- \* willing to delegate responsibilities & tasks
- \* works well under pressure
- \* effectively handles stress and conflict in a professionally appropriate manner
- \* able to maintain confidentiality of personal information
- \* LEAD BY EXAMPLE!