



**MILLENNIUM**

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## **Director of Purchasing**

**Name of Company:** Kyle Enterprises, LLC. DBA Millennium  
**Title:** Director of Purchasing  
**Department :** Purchasing  
**Reports To:** VP of Finance

### **MILLENNIUM'S CURRENT CHALLENGE**

In 2020, there were external and internal factors which prohibited relationship building with several key vendors. Covid-19, 1 personnel change, 2 new positions, and unprecedented growth shifted Purchasing's focus to internal support and alignment vs. creating long lasting vendor relationships.

### **GOAL**

**The Director of Purchasing will champion all vendor relationships, develop a global and distribution center sourcing strategy, and own all vendor related action items to improve the Millennium & vendor overall experience.**

As the Director of Purchasing, you will create the Purchasing strategy with Vendor Relationships and work with the Millennium Purchasing team to honor Millennium's commitment of "No Surprises" to each of our clients. From a Purchasing standpoint, this will ensure we are aligning our internal efforts with the best vendor partnerships to service every client. In addition, the position will focus on how Millennium can stay competitive in each product code with lead time and price increase pressures that are faced daily through sourcing and building new global vendor relationships.

Central to our success, our Director will exhibit our core values and lead their team by example. Client First Focus, Driven to Win, Commitment to Education, Teamwork, Relationship Based Business.

## **Director of Purchasing Job Description**

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Drive vendor effectiveness by being the focal point of vendor relationships.
- Develop, implement, and maintain key metrics for Purchasing Department through the Purchasing Manager
- Work with various financial teams to develop in depth reporting.



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- Develop global purchasing strategy and align vendors for support and growth.
- Own all quarterly business reviews with vendors.
- Monitor and report all vendor scorecards.
- Recap all vendor meetings to appropriate Millennium contacts and follow through with action items established at the vendor meeting.
- Develop DC plan and strategy for regional market support.
- Identify, recommend, and implement systems technology improvements.
- Represent Purchasing in Sales & Operations planning process meetings.
- Monitor contracts with Preferred Vendors and ensure that all parties are living up to contract expectations.
- Identify and develop key talent and appropriately manage underperformers to ensure success of all individuals in the department.
- Establish best in class practices and efficiencies for purchasing from vendors via automation.
- Excellent analytical, problem solving and organizational skills.
- Travel to vendor locations on a quarterly basis for business reviews and to accomplish new objectives.
- Identify vendor opportunities and challenges and partner with the Millennium Sales Team to ensure appropriate resolution.

## **5 ACCOUNTABILITIES**

- Purchasing Strategy
- Global Sourcing Strategy
- Vendor Relationships (PVP / SVP)
- Vendor meetings / action items / scorecards
- DC Plan & Strategy

## **EDUCATION/EXPERIENCE REQUIREMENTS**

- 7+ years relevant purchasing experience preferably in B to B distribution required and specific experience in process improvement
- Experience working globally preferred.
- Inquisitive, detail-oriented with strong quantitative analytical skills and an innovative approach to problem solving.
- Excellent MS Office (Excel, MSQuery, Access, PowerPoint) capabilities required.
- Strong written communication and presentation skills required.
- Bachelor's Degree in Supply Chain Management, Business, or related field.
- Proven track record of improving vendor relationships and vendor initiatives.



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## **KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS**

- Strong leadership skills, including the ability to drive change, build trust, instill confidence, engage and inspire others, work collaboratively, and influence professional relationships throughout the organization, regardless of level.
- Demonstrated ability to think strategically and execute business initiatives and objectives at a department level.
- Excellent teamwork and interpersonal skills, including a demonstrated commitment to stakeholder relationships by proactively communicating and taking ownership of risks/issues and facilitating effective outcomes in a timely manner.
- Ability to create a positive team dynamic that encourages all employees in the purchasing group to provide feedback and drive change within the facility, adapt to the ever-changing business and stay focused on the client experience.
- Strong communication and presentation skills, including the ability to simplify and communicate complex topics to internal and external stakeholders.
- Innovative and open-minded, including a willingness to continually learn and search for ideas and opportunities to further develop the product categories.
- Demonstrated initiative and the ability to be self-directed in completing tasks.
- Strong problem-solving and analytical skills.
- Demonstrated ability to be flexible and adaptive to internal processes and change, delays or unexpected events.
- Proficiency at the intermediate to experienced level in MS Office software applications (Word, Excel, PowerPoint).
- Willingness and ability to work extended hours, including overtime and weekends, and travel 20%-30% to market and vendor locations.