



<https://lnmetalworks.com/job/laser-press-brake-operator-2/>

## Purchasing and Sales Manager

### Description

The Purchasing & Sales Manager position is a full-time on-site role in Gillett WI. The Purchasing & Sales Manager will:

- oversee and manage procurement activities, ensuring the timely and cost-effective acquisition of goods and services, develop purchasing strategies, oversee supplier relationships, and coordinate inventory management.
- plan, execute, and deliver sales-related projects, ensuring they align with organizational goals, budgets, and timelines, while working with clients, and stakeholders

### Responsibilities

#### Purchasing Responsibilities

Sourcing and Procurement: Identify and evaluate potential suppliers, negotiate pricing, and ensure the timely delivery of goods and services.

Cost Management: Focus on reducing costs, improving efficiency, and ensuring the organization gets the best possible value for its spending.

Inventory Management: Monitor inventory levels, develop strategies for managing stock, and ensure that the right materials are available at the right time.

Supplier Relationship Management: Build and maintain strong relationships with suppliers, ensuring that they are reliable and responsive.

Market Analysis: Stay informed about market trends, pricing, and availability of goods and services.

Negotiation: Negotiate contracts with suppliers, ensuring favorable terms and conditions for the organization.

Problem Solving: Address any issues or problems that arise in the procurement process, such as delays, quality issues, or disputes with suppliers.

Data Analysis: Analyze data to identify trends, measure performance, and make informed decisions.

Communication: Communicate effectively with management and other departments, as well as with external suppliers

#### Sales Responsibilities

Client Relationships: Establish and maintain strong relationships with both new and existing customers.

Product/Service Knowledge: Understand the company's products or services thoroughly to effectively communicate their value to customers.

Research Prices: Get quotes from vendors and contractors for materials and services.

Create Estimates: Prepare cost estimates for projects, products, and services.

Order Processing: Ensure orders are processed correctly and efficiently, from receipt to fulfillment.

Communication: Collaborate with clients, vendors, and other stakeholders to ensure successful project delivery.

Track Costs: Gather and analyze data on costs, including materials, labor, location, and duration.

### Hiring organization

L & N Metal Works

### Employment Type

Full-time

### Beginning of employment

ASAP

### Duration of employment

indefinite

### Industry

Metal Fabrication

### Job Location

159 W Park St, 54124, Gillett, WI, USA

### Working Hours

7 am to 4:30 pm M-F preferred, but flexible

### Date posted

March 26, 2025

### Valid through

04.04.2025

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Performance Monitoring: Track project progress and performance, identifying areas for improvement.

Risk Management: Identify and mitigate potential risks that could impact project success.

## **Qualifications**

- Experience with JobBoss2 (or similar ERP system)
- Purchasing experience (1+ years)
- Sales or estimating experience (1+ years)
- Strong computer skills
- Highly proficient in Microsoft Excel & Word
- Strong math and analytical skills
- Detail oriented & organized
- Ability to multitask, prioritize and adapt to shifting priorities
- Time management skills & initiative
- Must have good work history and attendance record
- Strong oral & written communication skills
- Ability to interact and work well with others
- Good decision-making and problem-solving skills
- Good business sense – able to see the big picture
- Ability to develop and improve upon product knowledge

## **Job Benefits**

- 401(k)
- 401(k) matching
- Paid time off
- Health insurance
- Dental insurance
- Vision insurance