



## **Purchaser Job Description**

**Highway 85 Creative** is a national full-service custom in-house production company. We create impactful spaces. Our team has been building brand experiences since 2005. We are recognized as an expert in retail, office and trade show environments and graphics. Our clients span the globe including Harely Davidson, State Farm Stadium, Honeywell and PetSmart to name a few.

### **Our Core Values**

We believe in a thankful approach – we give more than we take. We take extreme ownership of our craft. We foster a collaborative & energetic work environment. We go pro – we do it the right way. We Value teammates’ individual strengths & input.

The right candidate is a go-getter who is self-motivated. Thrives in a fast-paced, high energy environment and must be able to pivot. Oh, did we mention they like to have fun!

Join us and we will create cool sh!t ... **together!**

Procurement is a key function that touches every aspect of our operation; the selected candidate will be responsible for developing and implementing appropriate processes and procedures that will lead to; on time, on budget and on schedule sourcing of: raw fabrication materials, office supplies, rental equipment as well as outsourced and contracted services required to meet our production and operational needs.

We are looking for an individual who is passionate about being a key player in our continued success and growth within a unique, fast paced, highly customized and competitive industry loaded with fun and accomplishment. If that speaks to you, we’d like to hear from you.

### **Results you own**

- Develop, document, implement and monitor standard operating procedures to ensure receipt of goods & services in a timely, accurate and budget conscious manner.
- Supplier identification, negotiations and relationship development
- Work closely with leadership, estimating, project management, engineering and craftsmen to understand the budget, quantities, scheduling and quality levels required.
- Monitor receivables and work with the accounting department to affirm accuracy of billing
- Identification of necessary “stock” items, maintenance of quantity levels and project application

- Document the purchase of materials and goods as required to comply with state, county and city air quality standards
- Measure the performance of the procurement process using KPIs such as cost savings, supplier performance, reliability and cycle times and use this information to identify areas of improvement and/or implement changes as required
- Training and development of the personnel involved in any stage of the procurement process from the requisition, receiving and billing.
- Educate team members on new and expanded product offerings such as materials, services or technologies.

### **Required Skills/Abilities**

- Possesses excellent oral and written communication and professional demeanor.
- Strong work ethic, initiative, and follow-through.
- Ability to proactively make decisions and anticipate issues and needs before they arise.
- Outstanding organizational and time management skills.
- Demonstrate effective problem-solving skills.
- Ability to learn and adapt to team dynamics.
- Proficient in Microsoft Suite (Excel, Word, PowerPoint, etc.).
- Knowledge of and familiarity with Google Suite (Docs, Sheets, Slides, etc.).

### **Education and Experience**

A bachelor's degree in business, supply chain management or related field

3-5 years experience in purchasing or procurement, preferably in a related industry

Proficiencies in Microsoft Suite (Excel, Word, Powerpoint, etc.)

Knowledge of procurement and inventory management systems

### **Highway 85 Creative benefits**

Medical, Dental & Vision

Paid holidays, sick time and PTO

Clifton strengths led organization