

# GLASSWERKS

■ CUSTOM FABRICATION ■ ARCHITECTURAL & INDUSTRIAL TEMPERING ■ CUTSIZE  
■ LAMINATED GLASS ■ INSULATED GLASS ■ MIRRORS ■ CASE GOODS  
■ SHOWER DOORS & HARDWARE ■ GLASS DOORS ■ ENTRIES

## **Job Description: Procurement Manager**

**Job Summary:** Responsible for overseeing the organization's purchasing activities to ensure the efficient and cost-effective acquisition of goods and services. The Procurement Manager will be developing procurement strategies, managing supplier relationships, negotiating contracts, and ensuring compliance with company policies. This role also involves leveraging purchasing analytics across all GLASSWERKS locations to identify trends, evaluate supplier performance, and drive data-informed procurement decisions. The goal is to optimize procurement operations, reduce costs, improve vendor performance, and mitigate supply chain risks.

### **Essential Job Functions:**

1. Source and evaluate suppliers of raw glass, coatings, sealants, interlayers, and related fabrication materials.
2. Negotiate pricing, contracts, delivery terms, and vendor agreements to ensure cost-effective purchasing
3. Maintain optimal inventory levels by monitoring material usage and aligning reordering with production schedules and lead time requirements to prevent stockouts or overstocking.
4. Develop and manage the annual procurement budget, track cost savings and variances.
5. Ensure materials meet company and industry quality standards; coordinate with QA/QC to resolve material issues.
6. Maintain compliance with legal, safety, and regulatory requirements, including import/export laws.
7. Implement supplier performance metrics (KPIs) and conduct regular evaluations to ensure reliability and quality.
8. Collaborate with production, engineering, and project management teams to forecast material needs and timelines.
9. Utilize ERP or procurement software to process purchase orders, manage inventory, and track procurement data.
10. Coordinate logistics and transportation for incoming materials, including customs clearance and delivery schedules.
11. Identify and mitigate supply chain risks; develop contingency plans for critical materials or suppliers.
12. Support sustainability initiatives by evaluating environmentally responsible sourcing options.
13. Lead and mentor procurement staff; foster continuous improvement and best practices in procurement operations.

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14. Analyze purchasing data across all company locations to identify spending trends, supplier performance issues, and cost-saving opportunities.
15. Develop and maintain procurement dashboards and reports to support executive decision-making and monitor purchasing performance metrics.

## **Requirements & Skills:**

- 5+ years of experience in procurement (glass fabrication or construction is a plus)
- Bachelor's of Science in Supply Chain Management
- Ability to coach, mentor and develop employees
- Communication, organizational, administration and excellent follow-up skills.
- Take part in the daily production meeting.
- Travel to each GLASSWERKS satellite location, when needed
- Knowledge of MS office to include MS Word, Excel and Outlook and related software programs
- Time management skills
- Teamwork and collaboration
- Reviewing and authorizing employee timesheets on Dayforce.

## **Physical Demands**

- Stand, walk, sit for extended periods of time, and stooping
- Fine Manipulation and Gross Manipulation
- Pushing/Pulling, Reaching, Lifting/Carrying up to 50 lbs. may be required.
- Hearing requirements, vision acuity and communicating verbally with customers/staff is essential.

**NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.**