



Tower Laboratories, Ltd.

PROCUREMENT & INVENTORY MANAGER
Centerbrook, CT

POSITION SUMMARY:

The Procurement Manager is a key contributor to the Supply Chain Team responsible for activities related to procurement and management of all materials, supplies and inventory routines for all Tower Labs' production sites. This individual will determine stocking levels, negotiate with suppliers, reduce cost of goods and increase inventory turns while promoting and maintaining good vendor relations to support the growth and goals of Tower Labs.

RESPONSIBILITIES:

- Sets direction on methodology used to determine appropriate inventory stocking levels with consideration to space, cash flow, testing costs, usage and risk. Applies these methodologies to relevant data to set stocking levels and measure of success.
- Identifies raw material requirements from product specifications, production schedules and forecasts. Sets procurement plans, monitors inventory levels and manages reserves to ensure continuous production. Resolves any material availability issues. Communicates plans and schedules to cross-functional team.
- Identifies and coordinates the qualification of alternate suppliers for all materials, to minimize single sourcing problems.
- Conducts competitive sourcing strategies and negotiates with suppliers to minimize costs of materials and improve gross margins.
- Negotiates vendor contracts under the direction of VP of Business Operations.
- Collaborates with Operations and Quality on qualification of new material and suppliers.
- Collaborates with R&D for strategic sourcing of new materials for product development.
- Manages relationships with suppliers to ensure reliability, quality and responsiveness expectations are being met.
- Sets physical inventory schedule.
- Initiates and leads continuous improvement efforts to improve cost of goods, inventory control processes and systems, inventory levels and on-time availability of materials to support production.
- Works with Sales Manager and Supply Chain Manager to understand forecasts, sales trends, forecasts and production plans and applies that information to procurement activities.

QUALIFICATIONS:

- Bachelor's degree preferred: Business, Supply Chain, Materials Management, or related field.
- Minimum of 7 years successful experience in inventory control and purchasing.
- Experience with an Inventory Management System or ERP system.
- Excellent analytical and communication skills
- High functional working knowledge of Excel
- Ability to react quickly when necessary, with a sense of urgency, flexibility and adaptiveness.
- Strong team player
- Proven ability to be self-sufficient with high integrity, reliability and accountability.
- Strong verbal and written communication skills.
- Possess a continuous improvement mentality.

Tower Labs offers a clean, humidity & temperature controlled, friendly working environment and complete benefit package, including a 401(k) w/company match. Tower Labs is a Socially Responsible Employer.

Qualified candidates may email resume, letter of introduction and salary requirements to hr@towerlabs.com.