

# ProBuild Holdings, Inc.

## Job Opening - Category Manager – Gypsum, CO

### **PURPOSE**

Develops strategic sourcing plans for multiple categories of merchandise and product lines taking into account product performance, existing customer base, demand trends and sales growth objectives; drives negotiations for optimal pricing and quality standards in the development of purchasing agreements. Manages the execution of purchasing plans through subordinate professional buyers who place orders, track supplier performance and prepare financial analysis and reporting. This category management position will focus mainly on commodity steel and hardlines products. Candidates must have product knowledge in the area of Gypsum.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Interacts with field organization regarding: product assortment, vendor programs, promotional programs, category management analysis, category management plans, and sales growth assistance.
2. Develops and maintains strategic vendor relationships through management of the overall strategy for sourcing materials to create a sustainable competitive advantage and increase ROIC and ensure efficiency, sales and profitability targets are met.
3. Develops category strategies and long-range sourcing plans for key categories that optimize value delivery from suppliers.
4. Provides strategic support for all business unit locations and product lines by leading purchasing efforts to improve on-time delivery, cost reduction and quality of all products and services.
5. Selects suppliers, conducts supplier negotiations, establishes and monitors supplier agreements.
6. Measures and reviews supplier performance and leads supplier continuous improvement programs ensuring suppliers meet quality requirements and applicable regulatory requirements; initiates appropriate action when quality or compliance deficiencies are identified.
7. Achieves performance objectives through relationship management; purchasing; logistics; finance; product training and representation; demand generation; administration and negotiation.
8. Manages stock levels and makes decisions relating to product and service offerings including implementation of marketing plans (catalogues, flyers and e-commerce) to meet projected sales goals.
9. Develops and establishes new and existing vendor relationships both domestic and import.
10. Manages proposal creation, forecasts, creations of purchase orders, and follow up activities.
11. Conducts competitive price comparison surveys by following market price trends and general business activities through keeping abreast of current product developments and trends in areas of expertise.
12. Prepares required information regarding purchasing impact on financial reporting and assists in creation of monthly/quarterly/annual financial statement preparation.

13. Supervises assigned employees including staff selection and training; planning, assigning and directing work; conducting performance reviews; rewarding and disciplining employees; addressing complaints and resolving problems.
14. Understands and observes all safety procedures and practices and ensures that employees observe all safety procedures and practices in order to prevent injuries or damage; schedules periodic safety meeting and solicits recommended changes to improve safety procedures.
15. Other duties may be assigned.

### **COMPETENCIES**

- Comprehensive knowledge of material management and procurement function for category
- Excellent verbal, written and presentation communication skills
- Excellent negotiation skills
- Strong organizational and time management skills
- Ability to execute plans/projects through others
- Strong analytical skills to interpret data and analyze trends
- Skill in establishing and maintaining effective working relationships
- Proficiency in Microsoft Office Suite and an enterprise resource planning (ERP) program

### **MINIMUM REQUIREMENTS**

Bachelor's degree in Supply Chain Management or related field and ten (10) years related experience or equivalent combination of education and experience.

**WORK ENVIRONMENT / PHYSICAL ACTIVITY** *The work environment and physical activity described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Work is in an office setting and generally sedentary with physical effort associated with using a computer, but may involve walking or standing for brief periods of time.
- May be required to occasionally lift, carry, push, pull or otherwise move objects up to 25 pounds.
- Frequent travel may be required.

For information and to apply, contact [www.ProBuild.com](http://www.ProBuild.com) and then the career link.