



JOB DESCRIPTION

Job Title: Procurement Director

Department: Administration

Location: Spine Clinic – Administrative Offices

Reports To: Chief Financial Officer

Supervisory Responsibility: Yes

Classification: Full Time – Exempt

Pay: \$100,000 - \$140,000 per year (Pay is determined based on experience)

Summary/Objective: The Procurement Director is responsible for the operational and administrative management of purchasing supplies and inventory. Manages and oversees supplier relationships, procurement, and inventory management of specific product lines.

Essential Functions:

- Accountable for the execution of strategic initiatives and daily operations related to the supply of inventory into the ENVI (IOS) Software, including product shortage management, supplier relationship management, and procurement and inventory management of certain product lines
- Management and tracking of GPO's to ensure contract pricing is in place for procurement
- Facilitate Supplier Relationship Management through development and tracking of KPI's; establishes collaborative environment with key suppliers and business partners to optimize supplier performance and innovation
- Develop playbook to proactively identify critical product shortages in the market, assess available supply, project impacts to COGS, and track actuals
- Lead procurement of high-visibility and financially significant product line through strategic and tactical analytics with a focus on COGS and inventory optimization; develop and deliver presentations and reports for senior leaders relative to business objectives and performance
- Build and maintain relationships with key business functions and vendors; must be skilled at influencing and change management at all levels of the organization
- Drive the realization of savings, supply efficiency, quality, and process improvements
- Assess team scope, structure, talent/skill gaps, and level of effort to develop staffing plans
- Analyze deliverables beyond the immediate data to provide assumptions and possible next steps
- Deal effectively with ambiguous and unstructured problems and situations
- Move easily between big picture thinking and managing relevant detail
- Manage and oversee the development and mentorship of direct reports
- Ensuring that all applicable laws are followed during the purchasing process
- Oversees and negotiates contracts relating to areas of responsibility. Ensures service level agreements are adhered to
- Approving, organizing, and directing procurement policies and procedures
- Developing and implementing procurement training initiatives for the organization

Required Qualifications:

- 5+ years of successful track record within procurement and supply chain management
- Experience managing GPO relationships
- Ability to apply knowledge across complex business areas and manage in a cross-functional environment
- Experience with financial analysis and modeling
- Experience with contract development and execution
- Data-driven decision maker with excellent program management and organizational skills
- Excellent verbal and written communication, presentation, and interpersonal skills; proven ability to solidify and grow relationships and influence key stakeholders

Preferred Qualifications:

- Bachelor's Degree in Supply Chain or Business Administration

Skills/Competencies:

1. Data-driven decision maker with excellent program management and organizational skills
2. Solid listening, verbal and written communication, presentation, and interpersonal skills; proven ability to solidify and grow relationships and influence key stakeholders
3. Knowledge and experience with software applications (e.g., Microsoft Office, PPT) including presentation and database application

Supervisory Responsibility: The Procurement Director will supervise the Materials Manager.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands:

While performing the duties of this job, the employee is regularly required to communicate and exchange accurate information with other individuals. Regularly operates office machinery including, but not limited to, computers, phones, copy machines, and printers. Some mobility is required to occasionally run errands and move throughout the facilities.

Position Type/Expected Hours of Work:

This is a Full-Time position Exempt. This position routinely works during normal business hours with very few extended hours or days.

Travel:

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

Summary of benefits:

Benefits are available after a 60-day waiting period. OOA covers part or all of the cost for Health, Dental, Vision, Life Insurance, and Short-term and Long-term Disability Insurance. Employees are eligible to participate in a 401k plan with company matching. Flex spending plans, uniform allowances, and an Employee Assistance Program available as well. A full-time Director will accrue a minimum of 23 days of paid time off per year.

I have read the Procurement Director job description and understand the functions of the position.

Employee Signature: _____ **Date:** _____

It is the policy of OOA to provide equal opportunity for employment to all individuals regardless of race, color, religion, sex, national origin, age, veteran status, marital status, political affiliation, disability, sexual orientation, or other status protected by local, state, or federal law. All applicants for employment are evaluated on the basis of education, training, experience, skill, aptitude, and other work-related factors.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions. If you require reasonable accommodation in performing the essential functions of this job, or with participating in any part of the employee selection process, please direct your inquiries to Gabrielle Coviello, Recruiting Coordinator, careers@olyortho.com.