Purchasing Manager
Position Announcement

Are you interested in working for one of the Top Workplaces in St. Louis? HDIS (Home Delivery Incontinence Supplies) has been named one of the Top Workplaces in St. Louis, Missouri for the **TENTH** consecutive year. They are currently seeking an experienced **Purchasing Manager** to oversee all aspects of purchasing, working collaboratively with Operations and Marketing. The ideal candidate is an independent, self-starter with an entrepreneurial spirit.

HDIS is headquartered in Olivette, Missouri, and is the largest direct-to-consumer supplier of incontinence products in the nation. HDIS has been serving customers since 1986 with the sole purpose of making incontinence products convenient, affordable and discreet to purchase. We pride ourselves on our passion for customer care and the positive, friendly work environments that allows all employees to be the best that they can be. We work together as a team to challenge ourselves to do it better every day.

Reporting to the VP of Marketing, the Purchasing Manager will oversee:

PURCHASING & VENDOR MANAGEMENT: Responsible for the development and management of new and existing vendor relationships to meet delivery, cost and quality objectives on goods. Continually lower the costs of goods sold without compromising quality or service. Maintain communication with vendors on demand forecasts, product changes, product quality issues, buy ups, returns, recalls, and delivery logistics and scheduling. Work closely with Operations to analyze any product complaints to identify trends and concerns and work closely with Marketing to source and evaluate new product vendors. Facilitate and negotiate pricing and manage vendor agreements and other documentation needed for accreditation and compliance.

MANAGE A HIGH PERFORMING TEAM: Provide leadership and supervision to a Senior Buyer and Purchasing Assistant as well as the Supply Chain Management workgroup. Manage team workloads and monitor key performance metrics in support of the strategic business goals. Coach, inspire and enable staff to effectively perform and work with other departments and model a culture of accountability and a positive team environment.

MARKET MONITORING: Stay up to date on industry news, product introductions and innovations, M&A activity, and collect competitive intelligence. Forecast cost and market trends and assess and mitigate risks to costs and supply.

Qualifications

- Minimum of five years of experience in purchasing, including supervisory or management experience is required.
- Bachelor's degree or equivalent work experience is required.
- Familiarity with vendor and product sourcing, contracting and vendor management.
- Well-honed negotiation skills and strong business acumen required.
- Strong internal and external relationship building abilities.
- Proven quantitative skills and analytical ability.
- Excellent verbal and written communication skills.

Other Skills & Abilities

- A collaborative, yet competitive and resilient attitude with a strong work ethic is desired.
- Excellent organizational skills with the ability to effectively prioritize and direct the flow of multiple projects and tasks simultaneously.
- Strong interpersonal skills and the ability to build rapport across the company while quickly and confidently gaining respect of others, including superior listening and coaching skills.
- Customer-service oriented with a high level of integrity and character.
- Solid technical skills, including a proficiency with MS Excel**.**
- Must be able to effectively represent the organization and reflect the organization's values. A passion for the organization's mission and desire to go above and beyond to fulfill the position and make an overall contribution to the organization.

Ready to Apply?

If you are interested, qualified and ready to take the next step, apply online at www.getcollaborative.com/careers. All inquiries and resume submissions will be treated as strictly confidential. Please do not contact HDIS directly. Should you experience difficulties with the online system or wish to ask a question, you may contact our search consulting firm, Collaborative Strategies, via email at application@csi-mail.com.

Collaborative Strategies, Inc. is a St. Louis-based consulting firm with a dedicated search practice and has been connecting talent with opportunity since 1994. We take pride in

matching talented leaders seeking mission-critical endeavors with entrepreneurial organizations such as HDIS. For more information, visit us at www.getcollaborative.com.

HDIS is an equal opportunity employer. All employment decisions are made without regard to race, color, national origin, ancestry, sex, gender, gender identity or expression, sexual orientation, age, genetic information, religion, disability, medical condition, pregnancy, marital status, family status, veteran status, or any other characteristic protected by law. We will also consider for employment qualified applicants with criminal records in accordance with applicable law. HDIS also makes workplace accommodations for qualified individuals with disabilities as required by applicable law.