

PURCHASING MANAGER

EXPLORE ST. LOUIS

AMERICA'S CENTER COMPLEX (St. Louis, MO)

Explore St. Louis is the sales and marketing organization responsible for selling St. Louis City and County as a convention, meeting site, and leisure travel destination. Explore St. Louis manages and operates the America's Center Complex which includes the Cervantes Convention Center, the Dome at America's Center, Ferrara Theatre, and the St. Louis Executive Conference Center.

Explore St. Louis is seeking a Purchasing Manager to manage all facets of purchasing and delivery of supplies/materials for the organization. Works with all departments and vendors regarding the purchase of materials, supplies, equipment, and services utilized by the America's Center Complex. Maintains all reports, purchase order tracking, invoices, and payments regarding purchases. This position reports to the Assistant Chief Financial Officer and is an hourly, nonexempt position. Essential Duties and Responsibilities of this position include the following:

- Review and process all purchasing requisition orders in accordance with the purchasing policy, which includes:
 - Obtaining bids to include placing advertisements when required
 - Verifying MBE or WBE status
- Investigate and negotiate new pricing alternatives, which includes:
 - Consolidating purchases
 - Negotiating pricing
 - Qualify and add new vendors to the purchase order system
- Issue purchase order number and place order with approved vendor
- Receive and verify all goods ordered.
- Maintain database to track all purchase orders and invoices.
- Provide administrative assistance to departmental staff.

The successful candidate will have a High School diploma or equivalent; college, vocational, or business school education, preferred. Two to four years related experience and/or training; or equivalent combination of education and experience required. Must possess a strong attention to detail; computer literacy is essential in word processing and spreadsheet applications.

Interested candidates can apply online at <https://explorestlouis.com/job-opportunities-internships/> www.explorestlouis.com. Please include your cover letter and resume when applying online. Or email resume and cover letter to jobs@explorestlouis.com. NO PHONE CALLS! EOE.

Explore St. Louis has a mandated COVID-19 vaccination policy for all employees. Pre-employment testing includes drug screening and a criminal background check. Applicants must be United States citizens or legal residents of the United States.

Diversity, Equity & Inclusion Statement: Explore St. Louis values diversity and we are committed to creating an inclusive environment for all employees. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex, pregnancy, age, national origin, physical or mental disability, past or present military service, marital status, gender identification or expression, medical condition or any other protected characteristic as established by law.