



<b>Job Title:</b> <b>Hydra Air Pacific Purchasing Manager</b>	<b>JD-103</b>
	<b>Revision: 11/09/17</b>
	<b>Dept: Business Transformation</b>

**Minimum Educational Requirements:**

1. Bachelor’s Degree in Business or Equivalent Work Experience

**Desired Qualifications:**

1. Five years of purchasing and or inventory management experience.
2. Previous supervisory experience.
3. Critical thinking and problem solving skills.
4. Excellent demonstrated written and verbal communication skills.
5. Demonstrated ability to work in a team environment.
6. Ability to document processes using flow diagrams (Visio, MS Project, etc.)
7. Experience in the use of ERP systems.
8. Background in ISO 9001 or related standards.
9. Experience with the development and implementation of new systems solutions.
10. APICS certification.
11. Experience with multi-site, decentralized purchasing activities.
12. Experience in logistics management and knowledgeable in LCL freight consolidations.

**Typical Job Duties:**

1. Responsible for the day-to-day purchasing activities for the WIT Hydra Air Pacific (HAP) Hawaii and Guam branches. This includes hands-on entry and management of purchase orders and inventory transfers to support the business.
2. Establish, track, and report metrics associated with HAP’s purchasing department to effectively manage the department and identify opportunities for increased efficiencies. These metrics should focus on daily, weekly, monthly and quarterly performance measures.
3. Establish written procedures to document key purchasing processes and establish a training program for new buyers.
4. Develop and implement purchasing and contract management policies and procedures.



5. Partner with WIT's Director of Supply Chain to develop an effective inventory management and logistics program.
6. Create the business case to expand the department and hire additional resources.as the business grows. Hire and supervise any buyers hired to support the purchasing activities for HAP in Hawaii and Guam.

<b>Supervisory Responsibilities:</b>	Yes
<b>Salaried/Hourly Position:</b>	Salaried
<b>Amount:</b>	DOE
<b>Reports to:</b>	Business Transformation Manager
<b>Traveled Required:</b>	Yes