

Manager of Purchasing Materials

Pittsburgh Regional Transit is seeking a Manager of Purchasing Materials to oversee Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit (PRT)'s needs for materials and supplies by managing a team of Buyers and the flow of inventory through PRT's supply chain. This includes supplier relationships, contract compliance, purchase order approvals and the coordination of work plans for Buyers.

Essential Functions:

- Oversees the daily sourcing of material for all storerooms and all parts rooms throughout the system.
- Develops and maintains proper inventory stocking levels so that minimum dollars are expended without understocking materials and compromising maintenance and operations.
- Oversees workflow for Buyers and Material Control
- Reviews and interprets information pertinent to inventory activity levels in pursuit of inventory optimization.

Job requirements include:

- Bachelor's degree in business administration, purchasing administration, management or related field from an accredited college or university. Directly related experience may be substituted for the education on a year-for-year basis.
- Minimum five (5) years' experience in inventory management or related field. No certifications or licenses required
- Minimum of two (2) years supervisory experience.
- Demonstrated project management experience,
- Ability to work in a fast paced, dynamic environment.
- Great organizational skills
- Experience in monitoring and adhering to procedures and policies.
- Professional and effective communication skills with the ability to present information in a clear and concise manner.
- Excellent customer service and problem resolution skills.
- Exemplary attention to detail.
- Ability to be flexible and adapt to change.
- Demonstrated ability in the use of Microsoft Office 365, including Teams, Word, Excel, PowerPoint, and Sharepoint.
- Valid PA driver's license.

Preferred attributes:

- Experience in inventory management applications/software.
- Experience in statistical process control.
- Certification of Production and Inventory Management (CPIM) or certification in Purchasing Management (CPM or(CPPB)- Certified Public Procurement Buyer or (SCM) – Supply Chain Management.



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (with salary requirements) and resume to:

Holly A. Jenkins
Employment Department
345 Sixth Avenue, 3rd Floor
Pittsburgh, PA 15222-2527
HJenkins@RidePRT.org
EOE