

Perform Air International Inc.
Section VI - Attachments
Att.54.01 - Job Description

Revision	Revision Date	Revision Change
N/I	02/08/2010	Initial Release/Re-release
1	07/30/2012	Revised for consistency
2	02/28/2013	Revision to Department Manager and Immediate Supervisor
3	08/16/2013	Revision to Materials Control Manager title.
4	02/07/2014	Revision to Immediate Supervisor.
5	01/30/2016	Revision to Header, Grade Level and Duties, Responsibilities and Authority.
6	03/31/2017	Revision to Immediate Supervisor & Department Manager.
7	01/31/2019	Revision to Grade Level and addition of Division Manager.
8	10/31/2021	Revision to Grade Level
9	12/16/2022	Revision to Division Manager, Immediate Supervisor
10	10/06/2023	Revision to Division Manager, Immediate Supervisor
11	09/26/2024	Revision to <i>Qualifications</i>

Position Title: Purchasing Manager

Grade Level: 43-1011-13

Exemption Status: Exempt

Department: Purchasing

Division Manager: Executive Vice President of Supply Chain Management

Department Manager: Purchasing Manager

Immediate Supervisor: Director Supply Chain Management

Duties, Responsibilities and Authority:

This position has the authority and responsibility for the procurement function to ensure all maintenance requirements are met, that customer satisfaction is obtained, and ensuring company goals and objectives are achieved in regard to material procurement.

This position assumes responsibility for developing relationships with our vendors. This position negotiates with our vendors to obtain optimum quality, cost, and terms. to meet customer requests. This interaction may take place at industry conferences or events, a customer's facility, on the telephone, or at our facility. This position is responsible for development and implementation of an effective vendor approval and monitoring system and has the authority to un-approve vendors per procedure.

This position assumes responsibility for the planning of work for the Purchasing Department.

The Executive Vice President of Supply Chain Management may assign additional responsibilities of this position at any time.

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This position may require travel and is at the discretion of the immediate supervisor.

Qualifications:

Education: *BA or BS Degree or High School completion plus one of the following Experience or Training requirements fulfilled.*

Experience: *Five years management experience with responsibility for a Purchasing Department.*

Training: *Two years in-house employment, and documented training records of at least 50 hours.*