



An Affiliate of  
**MERCYONE**



504 N. Cleveland St, Mt. Ayr, IA 50854

E-mail: [hr@rchmtayr.org](mailto:hr@rchmtayr.org)

Phone: (641) 464-3226

# Procurement and Materials Manager

**Department:** Purchasing

**Position:** Full Time, Non-Exempt

## **Brief Description of Job:**

Ringgold County Hospital is seeking to fill a new position within the organization, Procurement and Materials Manager. As the Procurement Manager, you will be responsible for overseeing all aspects of the procurement process, from vendor selection and negotiation to contract management and supplier relationship management. You will work closely with cross-functional teams to ensure that procurement activities align with the company's strategic goals and objectives.

## **Educational/Experience Requirements:**

- Bachelor's degree in business administration, business management, finance, Supply Chain Management, or related field preferred.
- Experience in procurement preferred.
- At least 2 years in a managerial or leadership role preferred.
- Strong knowledge of supply chain management principles.
- Experience in contract negotiation and management.
- Proficiency in logistics and inventory control practices.
- Ability to procure materials required for fabrication processes.
- Excellent communication and interpersonal skills for supplier relationships.

## **Essential Functions:**

- Develop and implement procurement strategies to optimize cost savings, quality, and efficiency.
- Identify and evaluate potential suppliers, negotiate contracts, and manage supplier relationships.
- Collaborate with internal stakeholders to understand their procurement needs and requirements.
- Lead the procurement team in executing purchasing activities, including purchase order processing and inventory management.
- Monitor supplier performance and conduct regular performance reviews to ensure adherence to contractual agreements and quality standards.
- Stay informed about market trends, pricing fluctuations, and regulatory changes that may impact procurement activities.
- Implement best practices and process improvements to streamline procurement operations and drive continuous improvement.
- Ensure compliance with company policies, procedures, and ethical standards in all procurement activities.



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