



SEMLER INDUSTRIES, INC.
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Purchasing Manager

Objective: The Purchasing Manager is responsible for overseeing and managing the acquisition and inventory levels of all necessary goods to maximize efficiency, shorten the order fulfillment process, and optimize the cash flow cycle.

Accountable For:

- Working effectively with warehouse, sales, engineering, and purchasing teams to deliver on supply chain and sourcing needs & requirements.
- Managing key supplier relationships and communicating needs and expectations.
- Developing and overseeing inventory management processes to shorten the time frame on order fulfillment, optimize cash flow, control risk, and adequately support in-house production.
- Training and mentoring Semler employees involved in all areas of the supply chain process.

Minimum Requirements:

- Education / Work Experience: bachelor's degree in supply chain management, logistics, business administration, or related field with at least 2 years of work-related experience. Will consider three to five years' work experience in a supply chain, procurement, or materials management role in lieu of education.
- Knowledge of purchasing, warehousing, and inventory management.
- Data-driven, fact-based, meticulous approach to analysis and problem solving.
- Strong project management skills.
- Proficiency with Microsoft Suite and Outlook. Experience with business ERP systems is a plus.
- Strong written and verbal communication skills.
- Reliable transportation and availability to work required schedule.

Compensation and Benefits:

- Competitive starting salary
- Paid vacation and sick time
- 401(k) and profit-sharing plan
- Health, dental, and vision plans
- Short and long-term disability insurance plans
- Life insurance / Voluntary Life insurance

Our Company:

Founded in 1905, Semler Industries is a third-generation, family-owned business located in Franklin Park, IL. We pride ourselves on designing and building custom equipment that transfers, measures, stores, and purifies liquids across several industries including transportation, pharmaceutical, and food & beverage.

We have employees who have been with us for forty plus years who possess irreplaceable knowledge about our products, processes, and customers. We are also constantly searching for and hiring new talent that brings fresh perspective and innovation to the company. Bringing the two together, we have created a close-knit culture that serves to benefit everyone.

We have consistently seen year-over-year growth and expect that to continue for years to come. There are opportunities for career advancement for those who meet and exceed performance goals and demonstrate a team mentality through personal accountability and responsibility.

Semler Industries is an equal opportunity employer.