



Purchasing & Inventory Manager – West Bend, WI

Steiner Electric, a family-owned and oriented electrical contracting firm established in 1933, seeks to hire a full-time Purchasing & Inventory Manager (PIM) to lead the efficient purchasing of materials, services and supplies for our electrical service and construction projects. This is accomplished by partnering with our project managers and estimators to identify suppliers, negotiate prices & terms, and establish delivery time frames to determine the optimum choice to utilize. This role is also responsible for the management of our inventory including, but not limited to, vehicles, tools, equipment and stock. Additionally, the PIM manages shop coordination personnel. The PIM is a member of our management team and will have the benefit of joining a growing company with a strong reputation, experienced team and long-term customer relationships.

POSITION REQUIREMENTS:

- Experience in purchasing, inventory or material management.
- Electrical industry experience is required. Estimating experience is a plus.
- Strong written and verbal communication skills.
- Strong computer skills to include Microsoft Office (Word, Excel, Outlook, etc.).
- Ability to manage multiple tasks concurrently in a dynamic and changing environment.
- Valid WI Driver's License.

RESPONSIBILITIES:

- Lead overall purchasing and materials acquisition in the most cost and time efficient manner possible.
- Effectively understand and communicate with field and office personnel regarding the materials or services required and their procurement time frame.
- Maintain open and positive communication with employees, customers and vendors.
- Interact with suppliers to maintain and negotiate favorable pricing and delivery schedules.
- Partner with internal personnel as a liaison between suppliers.
- Manage the activities and performance of shop coordination personnel.
- Ensure that all tools, equipment and vehicles are properly maintained and tracked.
- Troubleshoot discrepancies between the purchase orders and material packing slips/invoices.
- Carry out additional job tasks or assignments as needed.
- Manage prefabrication operations.

PAY & BENEFITS:

This is a salaried position ranging from \$60k **and up** depending on your experience and ability. Our benefit package includes medical, dental, vision, life insurance, paid vacation and holidays plus a generous retirement plan. This role also would include the use of a company vehicle.

Steiner Electric, Inc. is an equal opportunity employer and does not discriminate on the basis of race, ancestry, national origin, color, religion, gender, age, marital status, sexual orientation, disability, veteran status, or any other protected classification under the law. Because Steiner Electric, Inc. believes in providing a safe work environment, we conduct drug and background checks in our recruiting/hiring processes.