

SHAPES UNLIMITED, INC.
JOB DESCRIPTION

Job Title: Procurement and Inventory Manager

Department: Corporate Office

Reports to: VP Finance

FLSA Status: Exempt

Effective date: 10/01/2025

Job Summary:

The Procurement and Inventory Manager is responsible for overseeing the purchasing of goods and services, managing supplier relationships, and optimizing inventory levels to ensure timely availability of materials. This role plays a critical part in maintaining cost efficiency, supporting production schedules, and fostering cross-functional collaboration across departments.

Key Responsibilities:

Procurement Duties:

- Develop and implement procurement strategies aligned with company goals.
- Source and negotiate with suppliers to secure the best pricing, quality, and delivery terms.
- Manage purchase orders, contracts, and supplier agreements.
- Monitor supplier performance and maintain strong vendor relationships.
- Ensure compliance with company policies and regulatory requirements.

Inventory Management Duties:

- Oversee inventory control processes including stock level monitoring, cycle counts, and audits.
- Forecast demand and set reorder points to maintain optimal inventory levels.
- Coordinate with logistics and warehouse teams to ensure efficient product flow.

- Analyze inventory turnover and implement strategies to reduce excess stock.
- Use inventory management software to track and report on inventory metrics.

Leadership & Collaboration:

- Lead and mentor procurement and inventory staff.
 - Collaborate with cross-functional teams including finance, operations, and production.
 - Communicate regularly with senior management on procurement and inventory performance.
 - Address supply chain disruptions and implement contingency plans.
-

Qualifications:

- Bachelor's degree in Supply Chain Management, Business Administration, or related field.
 - 3–5 years of experience in procurement and inventory management.
 - Strong negotiation and analytical skills.
 - Proficiency in inventory management software (e.g., SAP, Oracle, NetSuite).
 - Excellent organizational and communication skills.
-

Preferred Skills:

- Certification in supply chain or procurement (e.g., CPSM, CPIM).
- Experience in Manufacturing Industry
- Knowledge of lean inventory practices and demand forecasting.

Valid driver's license with safe driving record required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hand to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is frequently required to stand; walk and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate.