

## SUNGDO ENG USA, INC

### **JOB DESCRIPTION**

**JOB TITLE: Purchase Manager (Procurement and Construction)**

**JOB TYPE: Full-time (8 Hour shift, Mon- Fri)**

**DEPARTMENT: Purchase**

**SALARY: \$ 65,000 ~ \$ 100,000**

**LOCATION: Suwanee, GA**

### **RESPONSIBILITIES**

- Develop and implement purchasing strategies and policies to ensure efficient and cost-effective procurement and construction of goods and services
- Identify and evaluate potential suppliers, negotiate contracts, and establish relationships with key vendors
- Evaluating spending operations while seeking ways to improve and enhance the quality of materials and equipment purchased and the timeliness of deliveries
- Monitor market trends, pricing, and availability of materials to ensure optimal purchasing decisions
- Collaborate with cross-functional teams to forecast demand, plan inventory levels, and manage supply chain activities
- Oversee the procurement process from requisition to delivery, ensuring timely and accurate fulfillment of orders
- Implement inventory control measures to minimize stockouts and excess inventory
- Conduct regular performance evaluations of suppliers, addressing any issues or concerns that may arise
- Stay updated on industry best practices and emerging trends in procurement and construction management

## **QUALIFICATIONS**

- Bilingual Preferred - Korean, English
- Proven experience in procurement and construction management, including the ability to procure, negotiate, and buy goods and services effectively
- Knowledge of construction materials and vocabulary. This includes an understanding of project specifications and submittals requirements.
- Strong knowledge of inventory control principles and practices
- Excellent analytical skills with the ability to interpret data, identify trends, and make informed purchasing decisions
- Strong communication and negotiation skills for building relationships with suppliers and managing vendor contracts
- Ability to work collaboratively with cross-functional teams to meet organizational goals
- Detail-oriented with strong organizational skills for managing multiple projects simultaneously

## **BENEFITS**

- Health Insurance (Health, Dental, Vision) :50% Support
- 401K – 3% Matching
- PTO – 10 Days/ Yearly
- 10 Paid Holidays
- Meals provided (Lunch/overtime dinner)
- Free snacks and drinks in the office