



PURCHASING MANAGER

Desired Qualifications:

- Bachelor's degree in Business Administration, Supply Chain Management, or Logistics
- 5+ years of work experience in purchasing, preferably in flooring, manufacturing or construction-related industry.
- Ability to make decisions that require detailed analysis and investigation with solutions requiring significant original thinking.
- Emphasis on customer service, results, diplomacy, multitasking and priority setting.
- Must possess computer proficiency in MS Office (Microsoft Word, Excel, PowerPoint and Outlook).
- Knowledge of RFMS Systems or other industry specific flooring inventory systems
- Must perform well under deadlines and have the ability to multitask.

Position Specifications:

Oversees purchase of materials and supplies from vendors, and coordinates preparation of purchase orders based upon approved requisitions. Processes change orders and communicates with vendors regarding material, quantity and rate revisions. Follows-up on orders to expedite deliveries. Verifies invoices against original orders to ascertain compliance with all conditions of purchase prior to payment, and the maintenance of purchase order files and related purchasing records. Ensures appropriate materials are on-hand to meet production demands.

Company

Carpets N More is a full-service finishing contractor providing design, project management and installation for all residential and commercial flooring, cabinetry, and granite products.

Carpets N More employees receive a competitive salary, growth within the company, generous paid time off benefits as well as medical, dental vision and life coverages. As the largest flooring, cabinet and granite companies in the Las Vegas area we have been an established provider to Las Vegas home builders and retail for over twenty years..

Carpets n more is an equal opportunity employer.

To apply send resume with salary history to jobs@carpetsnmore.com