



## **Ace Computers**

340 Howard Ave.  
Des Plaines, IL 60018

Phone: 877-223-2667  
E-mail: [careers@acecomputers.com](mailto:careers@acecomputers.com)

### **Purchasing Supervisor**

Location: Des Plaines  
Employment: Full-time

**Job Summary:** Ace Computers is seeking an experienced and strategic Purchasing Supervisor to join our team. The successful candidate will be responsible for managing the procurement process, negotiating with suppliers, and ensuring a steady supply of high-quality products to meet the company's needs.

### **Key Responsibilities:**

- **Develop Procurement Strategies:** Create and implement effective procurement strategies to source high-quality products at competitive prices.
- **Supplier Management:** Build and maintain strong relationships with suppliers, negotiate contracts, and ensure timely delivery of goods.
- **Contract Negotiation:** Negotiate pricing, terms, and contracts with suppliers to achieve the best value.
- **Market Analysis:** Monitor market trends and analyze price structures to make informed purchasing decisions.
- **Budget Management:** Manage and control the procurement budget, ensuring cost-effective purchasing while maintaining quality.
- **Compliance:** Ensure all procurement activities comply with company policies and legal requirements.
- **Risk Management:** Identify and mitigate risks related to supply contracts and agreements.
- **Inventory Management:** Oversee inventory levels to ensure adequate supply without overstocking.
- **Collaboration:** Work closely with other departments to align procurement activities with company goals and objectives.
- **Supply Chain Oversight:** Oversee the end-to-end supply chain process from sourcing to delivery.
- **Data Management:** Utilize tools like MS Office for data analysis, reporting, and tracking procurement metrics.

### **Qualifications:**

- **Education:** Bachelor's degree in supply chain management, business administration, or a related field.

- **Experience:** Proven experience in procurement or supply chain management, preferably in the technology industry.
- **Skills:** Strong negotiation skills, excellent analytical abilities, and proficiency in procurement software and tools.
- **Attributes:** Detail-oriented, strategic thinker, and strong communication skills.

**Benefits:**

- 401(k) and 401(k) matching.
- Dental Insurance
- Vision Insurance
- Disability Insurance
- Health Insurance
- Life Insurance
- Employee Discount
- Flexible scheduled
- Paid time off.

Send applications to [careers@acecomputers.com](mailto:careers@acecomputers.com)

Salary starting at \$65,000+