

## **Purchasing & Facilities Manager, Circa Lighting - Savannah**

### **Key Roles:**

Manage the purchasing of fixtures, supplies and product inventory. Responsible for maintenance and safety related items at all facilities.

### **Responsibilities:**

- Manages multi location purchasing of supplies, fixtures and 3<sup>rd</sup> party inventory while adhering to policies, processes and procedures
- Negotiates best vendor terms, pricing and delivery based on specific budget and schedule requirements
- Manages Merchandising Coordinator, Inventory Logistics Specialist, and Warehouse Specialist
- Manages inventory control policies and procedures
- Coordinate enhancements and maintenance for existing showrooms by partnering with the Construction department
- Coordinate all necessary licenses (business licenses, occupancy licenses, etc.) in coordination with Controller
- Set up all utilities, alarm systems, garbage removal, and other facilities services
- Manages a preventative maintenance program, includes building repair and fixtures
- Manages supplies, utilities, recycling, parking, housekeeping, window cleaning and other vendor accounts
- Maintains the plans for fire evacuation and disaster response
- Manages landlord relationships
- Manages Parking and Housekeeping
- Manages company travel and accommodations as needed
- Coordinate with construction and marketing departments as needed

### **Position Requirements:**

- Bachelor's Degree preferred, or equivalent experience
- Minimum of 3+ years of purchasing related experience
- 2 years of proven leadership/management experience
- Strong computer skills, including Microsoft Office, Sales Pad and GP a plus
- Superior organization, planning skills and prioritization with the ability to multi-task and work well under pressure in a dynamic, team environment that spans several businesses which are managed in several locations
- Excellent verbal and written communication skills with the ability to interact with all levels of management
- Excellent time management skills and proficiency under pressure, proven ability to handle heavy schedule coordination
- Excellent negotiating and judgement skills

- Ability to maintain a professional demeanor at all times
- Ability to work independently as well as be an effective team player

## Who We Are

We are a dynamic, high-energy company with an exciting growth strategy. We value imagination, individuality and giving every person the opportunity to explore, grow and shape our future.

Our mission is to deliver lighting of the finest quality and craftsmanship. We are a source of expertise and guidance to our customers, operating with the highest integrity. We inspire our customers with innovative design and impeccable customer service. We have a welcoming and challenging workplace environment for our employees.

Our ideal candidates will have an immediate connection with Circa Lighting's Core Values:

**Honesty** We seek to be truthful and sincere in every interaction.

**Excellence** We aim to exceed expectations in every task we perform.

**Integrity** We do our best to deliver consistently fair and reliable service.

**Family** We strive to foster a sense of family in all of our relationships.

**Inspiration** We continuously explore new ways to improve our service and ourselves.

In addition to the investment in your development, Circa Lighting offers a benefits package including a competitive compensation plan along with 100% company paid employee health, life insurance and disability. In addition, we offer dental, vision, a 4% company matching retirement plan and more. We invite you to learn more about our company at [circalighting.com](http://circalighting.com).

*Circa Lighting is an equal opportunity employer and gives consideration to qualified applicants without regard to race, color, religion, sex, national origin, sexual orientation, disability, protected veteran status or other legally protected characteristics.*