

Manufacturing/Purchasing Manager

Join an established Craft book publishing company and be a part of an exciting, growing product development and manufacturing team. The right candidate will have an interest in product development, love to problem-solve, know how and when to ask the right questions, enjoy multi-tasking, and most of all have a great sense of humor.

This position is in our Concord, CA office.

For more about C&T Publishing, refer to our web site: www.ctpub.com.

Cover letter including salary requirements and resume to:

Amy Marson

Publisher

amym@ctpub.com

Desired experience:

- 5 years experience in manufacturing/purchasing
- Sourced for craft industry in the past
- Familiar with importing, customs and product government regulations
- Strong negotiation skills, attention to detail
- Excellent communicator in person, on phone, and in writing (within and outside the organization)
- Ability to travel for press checks and sourcing and trade shows
- Ability to think outside the box and generate creative solutions
- Familiarity/experience with printing and graphics production processes required
- Existing print and product vendor relationships a plus
- Speaking Chinese/Mandarin/Hindi a plus
- Experience with Microsoft Office – Excel and Word
- Familiarity with back-end business systems, PO systems

Job Description

Statement of position goal

As a lead role in the product development/manufacturing/purchasing team, this role manages the research and purchasing of book printing and a wide variety of products for C&T Publishing. Oversee the day-to-day manufacturing duties for all books and products—including management of schedules, vendor relations, freight forwarding, etc. so that our high-quality books and products arrive on time, on budget, and according to agreed-upon specifications.

Responsibilities

Manufacturing:

- Negotiate and generate all POs and send out all RFQs
- Manage terms and conditions with all of our vendors

- Source, verify, and develop new vendors, establish terms and conditions and relationships
- Responsible for maintaining or exceeding C&T and Stash Books brand product quality
- Review, communicate, and approve all manufacturing schedules
- Work with PCs to verify all proofs and advances are received
- Prepare all needed reports including below minimums, on order, and on hand
- Track all product assemblies (labels, bags, product) to ensure that all parts are in stock and available as required

Product Development:

- Support PD Manager in all aspects of product development: sourcing, negotiating, product specifications, quality control, and manufacturing
- Research and develop new products
- Verify all samples meet approved quality standards
- Quality control all delivered products to ensure that they meet PO specifications
- Attend sourcing shows to generate new product ideas
- Develop a list of vetted vendors

Systems & Processes

- Responsible for managing data in two back end business systems, Acumen and FileMaker Pro
- Create a new/better system for all related job responsibilities

Core Competencies for all Employees

Business Knowledge: Understands business implications of decisions; Displays orientation to profitability; Aligns work with strategic goals.

Judgment: Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions. All employees should use their best judgment when making decisions on behalf of C&T. For example, all employees are responsible for keeping their supervisor informed regarding key decisions that affect the company. These include, but are not limited to: budget discrepancies; schedule discrepancies (OT approval or negatively impacting other team members); non-standard issues (defined as not in employee job description; non-compliance with company policy (Ex. not working regularly scheduled hours).

Planning/Organizing: Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Develops realistic action plans.

Quality: Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity: Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Dependability: Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan. For example, every employee is responsible for meeting his/her assigned task deadlines, including scheduled start and finish dates.

Initiative: Volunteers readily; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Problem Solving: Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Attendance/Punctuality: Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.