



**Job Title:** Manager, Purchasing

**Department:** WASI

**FLSA Status:** Exempt

**Location:** Coconut Creek

---

### **Summary:**

The primary responsibility of the Manager of Purchasing role is to support WLFC business units and WASI in the sourcing of material to support their operation. The key objective of the role is to source and supply the material at the lowest cost of the market while conforming to the Willis operational standards.

### **Responsibilities:**

The essential functions listed represent the major duties of this role, additional duties may be assigned.

- Be responsible for the purchase of Products required by the WLFC business units.
- Fully understand all services provided by WLFC and all product types covered.
- Initiate reports of sold items to identify low stock levels
- Supplier evaluation to ensure we are using suppliers we have agreements with, or if no agreement, choose the supplier with the overall best cost, quality, and turn time.
- Develop relationships with suppliers to encourage reciprocal business/sales opportunities.
- Responsible for entering all supplier pricing into the database.
- Search marketplace for desirable inventory
- Identify any opportunities for piece part sales or other inventory and obtain basic information to pass on to the relevant WASI representative(s).
- Ensuring compliance with all appropriate KYC process requirements prior to execution of any new Purchase activity.
- Managing the document execution process with relevant customers and WASI signatories as necessary.



- Ensuring that all proprietary or market-sensitive company information is treated with the appropriate level of confidentiality and discretion both internally and externally.
- Attend & participate in all relevant internal company meetings as required.
- This position is currently under WASI however in the future it may convert over to WERC/WLFC.

### **Requirements:**

- Must possess effective written and verbal communication skills, especially since a great deal of contact is by telephone or electronic means.
- Must be able to demonstrate PC proficiency in MS Word and Excel as well as a working knowledge of Quantum Control would be a plus and to learn any corporate or industry software used by the position
- Should have a good working knowledge of sales and customer service techniques.
- Accounts Payables and/or purchasing experience are helpful. Bilingual skills may be a plus.

### **Minimum Education and Experience:**

- 3-5 years experience in an Asset role
- Associates degree or equivalent
- Knowledge of the Illustrated Parts Catalog (IPC)
- Knowledge of the Industry Requirements
- Proven analytical experience

### **Apply:**

Attach resume and send it to [joinus@willislease.com](mailto:joinus@willislease.com). Please reference the job title.