Vice President, Purchasing and Vendor Relations

OVERVIEW:

The person in this position will be responsible for developing and maintaining our relationships with all outside vendors to BAC. Product and capabilities knowledge is a key driver of our success along with the ability to work with our vendors to develop, coordinate, and manage all aspects of product development, promotion, sourcing, and execution with our outside lines. Overall areas of focus include choosing the Key and Recommended Lines for Bankers, establishing or maintaining a productive working relationship with each vendor, finding the right products for everyday business as well as special promotions, our idea book, and our gift meetings, and assisting with connecting our vendors to our sales people through meetings and special presentations. On-boarding new vendors is part of this role too requiring an education on the Bankers philosophy. You will be working closely with multiple in-house stakeholders including the sales manager and Senior Management to coordinate these activities and programs while developing and maintaining a high performance list of suppliers inclined to grow.

The person in this position will also be responsible for promoting the inside lines at Bankers and assisting with product development for BAC/Tru Art, BAC Promotional Graphics, and BAC Calendars. These product lines are part of our differentiation strategy making Bankers unique in the marketplace with production capabilities in-house. Creating a special advantage for our sales force to help drive sales and solidify customer relationships is our most important goal. This person will manage our advantage pricing programs and suggest products and promotions that increase our position in the marketplace as a key vendor to our customers.

Included in this role is the management of our relationships with ASI and Sage along with their product platforms. Gaining the knowledge of what is available through these vendors and sharing it with the management and sales teams is a key driver of our success.

Our ideal candidate will have an interest in expanding our collective product knowledge with new ideas and a creative thinking. The candidate will watch for significant changes in the market places to help the company grow and adapt in our competitive marketplace. The candidate will possess excellent communication and facilitation skills. He or she will need a background in vendor relations with knowledge of the promotional products industry. The candidate will have the proven ability to initiate and recommend new products and have the discipline to plan, organize and establish the launch of these materials in a fashion that fits with the rhythms of our sales force and industry. He or she must work well in a fast paced environment under strict timelines, handle multiple tasks effectively and have excellent human-relations skills to interact with internal and external stakeholders.
GENERAL RESPONSIBILITIES:

General Goal: Oversee the product procurement aspect of the company to give Bankers a strategic edge in satisfying the needs of our customers including the products we create and manufacture ourselves.

REQUIREMENTS

- Proven background in purchasing and customer relations, an innovative strategist and a creative thinker. Demonstrated ability to initiate and recommend marketing strategy and have the discipline to plan, organize and execute the priorities necessary for achieving results.

- Excellent problem-solving skills with the proven ability to identify, prioritize, and exploit complex opportunities to achieve defined business objectives. Demonstrated ability to manage details and respond to opportunities with a sense of urgency.

- Candidates should have a bachelor's degree in business or a related field and 3+ years experience in a business to business environment. Print or Promotional Products Industry experience is a plus. Online experience a plus.

- Excellent writing/editing skills. Must have significant amount of previous writing experience and experience managing collateral development from concept through production. Good communication and interpersonal skills and the ability to manage the implementation of plans over a longer term time horizon are required.

- Ability to develop and maintain analysis of the market by monitoring pricing of key competitors, assessing changes in competitors market direction and setting our product pricing appropriately.

- Desire to be part of a collaborative team.

Send resume to David Bywater, MAS – General Manager
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