



Bring Your Skills Where They're Valued – Join Southern Electrical!

Purchasing Manager

At Southern Electrical, we know that great people are the foundation of a successful company. That's why we're committed to supporting our employees, recognizing their contributions, and providing opportunities to grow and succeed. If you're an experienced Purchasing Manager who enjoys building strong vendor relationships, negotiating the best value, and creating efficient purchasing processes, we'd love to have you on our team.

For more than 60 years, we've built our reputation on quality workmanship, exceptional customer service, and lasting partnerships. When you join Southern Electrical, you'll play a critical role in supporting our operations by ensuring materials and equipment are purchased accurately, cost-effectively, and delivered when our teams need them.

What's in It for You?

- Pay: \$75,000–\$110,000 annually based on experience and qualifications
- Paid time off (PTO) and paid holidays
- Medical, dental, and vision insurance
- Company-paid life insurance, short-term disability, and long-term disability
- 401(k) with company match
- Opportunities for advancement and continued career growth

Why You'll Love Working Here

- Play a key role in supporting projects across the company
- Build lasting relationships with vendors and suppliers
- Collaborate with leadership, project managers, warehouse personnel, and accounting
- Help improve purchasing processes and drive cost savings
- Join one of the region's most respected electrical contractors
- Build a long-term career with a company that values teamwork, integrity, and continuous improvement

Your New Role

As a Purchasing Manager, you'll oversee company-wide purchasing activities by:

- Developing and executing purchasing strategies that support company goals
- Managing the purchasing process from quote through purchase order closeout
- Negotiating pricing, supplier agreements, and material buyouts to maximize value
- Building and maintaining strong relationships with vendors and suppliers
- Monitoring purchase orders to ensure timely deliveries and accurate order tracking
- Ensuring purchasing activities are properly coded and aligned with job costing requirements
- Implementing and maintaining invoice-to-purchase order matching procedures
- Partnering with the Warehouse Manager to support inventory management and material availability
- Identifying opportunities for cost savings and process improvements
- Preparing purchasing reports, tracking key performance metrics, and analyzing purchasing data
- Collaborating with project managers, accounting, operations, and leadership to support successful project execution

What We're Looking For

- Minimum of three (3) years of purchasing or procurement experience
- Construction industry experience preferred
- Strong negotiation and vendor relationship management skills
- Experience managing purchase orders, pricing, and supplier agreements
- Excellent organizational skills with exceptional attention to detail
- Strong analytical, problem-solving, and decision-making abilities
- Ability to manage multiple priorities in a fast-paced environment
- Strong communication and collaboration skills
- Proficiency with Microsoft Office and purchasing software
- Authorized to work in the United States

Preferred Qualifications

- Experience with purchasing, ERP, or inventory management software (NetSuite experience preferred)
- Knowledge of construction purchasing, inventory control, and job costing principles
- Experience developing purchasing procedures and process improvements

Southern Electrical is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other protected characteristic under applicable law.