



## Job Posting

### **ABOUT THE RESORT AT PAWS UP**

The Resort at Paws Up is America's premier luxury ranch resort. Set on a 37,000-acre ranch, Paws Up embodies the spirit of the American West with constant innovation and evolution to deliver the quintessential luxury experience for affluent and influential travelers from all over the world. It's a family owned and award-winning destination that truly inspires.

We are seeking a Purchasing Manager to join our corporate office located in Las Vegas, NV. The Purchasing Manager negotiates with vendors for the purchase of all materials, supplies, equipment and services used at the corporate level to The Resort at Paws Up.

This position will be working in the in the Las Vegas, Nevada location but will require some travel up to 30% of the time to remote locations.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Develop, update, maintain and enforces purchasing policies and procedures. Coordinates procedures with all departments.
- Responsible for vendor negotiations which includes strategy, communication and achieving positive results.
- Monitor requisition activity to ensure that all requests are handled and processed in a timely manner.
- Responsible for ensuring that adequate inventory and product is available to meet the company's needs.
- Maintain an open line of communication with internal team and department managers which includes scheduled visits to The Resort At Paws Up location in Montana.
- Manage RFP's according to priority and schedule. Responsible for proper logistical coordination for prompt delivery.
- Handle numerous time sensitive and urgent requests.
- Participate in the development of specifications for equipment, products or substitute materials.
- Provide recommendations and ideas which promote cost savings without sacrificing value and quality.
- Review bids and quotations obtained by purchasing staff and makes selections and recommendations.
- Prepare detailed reports regarding all aspects of the procurement process as required; perform cost and scenario analysis and benchmarking
- Provide detailed analysis and implementation for all special projects as required.
- Always Promote positive public/employee relations.
- Represent companies in negotiating contracts and formulating policies with suppliers.
- Monitor and control resources and oversee the spending of money.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Bachelor's Degree in Supply Chain Management, Logistics, or Business Management
- 3+ years' experience in procurement of materials/equipment/supplies and the development and review of contracts and project management

- Proven experience with Microsoft Office (Outlook, Word, Excel and PowerPoint)
- Proficient ability to multi-task and work in a fast-paced environment while remaining organized and prioritizing workload throughout the day
- Familiarity with sourcing and vendor management
- Interest in market dynamics with a keen business sense
- Skilled at negotiation and networking
- Ability to gather, analyze data and to work with figures
- Strong communication skills: verbal, written, and technical presentations.
- Knowledge of business and management principle involved in resource allocation, leadership technique, production methods, and coordination of people and resources
- Valid Driver's License with ability to meet company driving insurance policy

The position offered is Full-time, Year-round located in Las Vegas, NV with benefits packages.

**SALARY**

To Be Discussed

To apply, please visit the following web link: <https://www.pawsup.com/careers/application>

**For more information about Paws Up, visit [www.pawsup.com](http://www.pawsup.com).**