

**Job Title: Purchasing Specialist (Sourcing Focus)**

**Job Type:** Full-time

**Company:** ProFillment

**Location:** Wichita, Kansas

**Applicants contact:** [apatton@profillment.com](mailto:apatton@profillment.com)

### **Job Overview**

ProFillment is a leading installer & supplier of high-quality furniture, fixtures, equipment (FF&E), and operating supplies (OS&E) to the hotel and hospitality industry. Our commitment to delivering exceptional products and services has earned us a solid reputation in the market.

We are seeking a **Purchasing Specialist** who is passionate about **sourcing new products** and developing strong supplier relationships. This role will be responsible for sourcing products **across all our product segments** to meet customer needs, working closely with **our branding and project management teams** to onboard new brands and fulfill custom product requests.

Additionally, this role will have full ownership over one product segment, with responsibilities of managing supplier relations, demand planning, system updates, and supplier performance metrics. The ideal candidate will have **strong sourcing expertise, negotiation skills, and a background in procurement or supply chain management**, ideally within the hospitality or related industries.

---

### **Key Responsibilities**

#### **Sourcing & Product Development**

- Identify, evaluate, and onboard new vendors across all FF&E and OS&E segments.
- Proactively source new products to meet customer and project-specific needs.
- Work with branding and project management teams to onboard new brands.
- Negotiate pricing, contracts, and terms to ensure cost savings and value without compromising quality.
- Monitor market trends, competitor sourcing strategies, and emerging supplier opportunities.

#### **Product Segment Management**

- Oversee sourcing, supplier management, and purchasing operations for one of our product segments.
- Manage demand planning, ensuring proper reorder points, safety stock, lead times, and minimum order quantities.

- Maintain and strengthen relationships with suppliers to ensure reliability and performance.
- Conduct supplier audits and evaluations to ensure compliance with company and industry standards.
- Track and report on supplier performance metrics, identifying areas for improvement.

### **Collaboration & System Management**

- Work with internal teams (branding, project management, purchasing, warehousing, and logistics) to ensure product availability and smooth procurement processes.
- Update procurement systems with new vendor and product data, including pricing, lead times, and stock levels.
- Assist in managing sourcing budgets and conducting cost analysis for procurement decisions.

---

### **Qualifications & Skills**

- **3-5+ years of experience** in sourcing, procurement, or supply chain management, preferably in hospitality, furniture, or related industries.
- Strong **sourcing and negotiation skills** with a track record of securing favorable supplier agreements.
- Experience in **vendor evaluation, contract management, and cost analysis**.
- Ability to **analyze market trends** and develop strategic sourcing initiatives.
- Knowledge of **hospitality procurement standards, materials, and product quality assessment**.
- Strong communication and interpersonal skills for vendor and stakeholder management.
- Proficiency in **procurement software** and Microsoft Office Suite.
- Detail-oriented with strong organizational and problem-solving skills.