



JOB DESCRIPTION

POSITION TITLE: Buyer
DEPARTMENT: Supply Chain
REPORTS TO: Manager, Supply Chain

Position Summary

The Buyer reports to the Supply Chain Manager and is responsible for the purchasing of equipment, materials, supplies and services from approved vendors and suppliers. This position is responsible operating within established limits and guidelines on safety, quality, quantity, and price.

Duties and Responsibilities

- Plans, directs, coordinates and control all purchasing functions
- Coordinate and control the purchasing process to ensure adherence to corporate practices and budgets
- Liaise with warehousing and distribution to ensure required product levels are in line with ongoing sales requirements
- Develop price lists
- Collaborate with vendors and planning ensuring all forecasting and flow requirements were executed according to defined targets
- Establish long term pricing with suppliers in support of objectives, and program profitability expectations
- Optimize supply base by measuring and monitoring supplier performance
- Manage the negotiation and supplier selection process to facilitate business objectives
- Develop and execute commodity sourcing strategies, lead key contract negotiations and strategic supplier performance reviews
- Develop and implement aggressive manufacturing cost and inventory reductions by reengineering the manufacturing process using cost accounting and financial analysis

- Manage vendor selection, product sourcing and inventory managing across departments
- Ensure proper fulfillment of order requirements by liaising with suppliers on a proactive basis
- Identify savings and process improvement opportunities through ongoing review of spend categories
- Prepare routine and special reports as required
- Manage inventory and forecast purchasing requirements
- Development of market knowledge and new contacts for products and services
- Evaluation of cost, quality and service level of products
- Liase with other departments
- Forecasting levels of demand for products and services required for business efficiency
- Utilize SAGE (enterprise resource planning software) for purchasing.
- Other duties as assigned.

Experience and Qualifications:

- Certified Professional Purchaser designation program or equivalent experience or training will be considered.
- 7-10 years, related experience in buying in a manufacturing setting.
- Experience in a medium sized, complex food manufacturing environment.

Skills, Knowledge and Abilities
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- Excellent interpersonal, oral and written communication skills.
- Strong negotiation skills.
- Demonstrated knowledge of food manufacturing environment.
- Excellent analytical reasoning and problem solving skills.
- Working knowledge of various computer applications (i.e. SAGE (ERP), Microsoft Word, Excel, and Outlook).
- Ability to work as a team player and foster a team environment.
- Must be able to multi-task and juggle priorities along with strong organizational skills.