



Job Description

Job Title	Procurement Manager
Department	Operations
Reporting Relationship	Plant Manager
# of Employees Supervised	2

Job Summary

The Procurement Manager will provide first level leadership to a team of two purchasing professionals in the day-to-day completion of activities related to the acquisition of raw and non-perishable goods.

Primary Duties & Responsibilities

- Negotiates with vendors for good and services, negotiating the best possible price and service guarantee
- Establishes purchasing policies and ensure compliance
- Develops new supply sources where vendors are inadequate
- Examines bids and makes awards
- Negotiates blanket purchase orders when appropriate and monitors cost during the time period
- Checks requisitions for appropriate approval and account numbers
- Works closely with receiving department to ensure proper supplies arrived
- Traces delinquent arrivals from purchase orders
- Follows environmental and safety regulations and acts in compliance with U.S. laws
- Complies with safety and corporate guidelines on business ethics
- Double-checks the work of purchasing agents
- Communicates with plant leadership and gains approval for purchasing contracts with new vendors or on new supplies
- Oversees supply chain management
- Communicates with suppliers and to make sure supplies get where they need to be when they need to be, even when a deadline is tight
- Maintains a network of professional contacts in order to discover new opportunities for good deals on orders
- Forecasts demand for certain products and makes orders accordingly
- Checks inventory, tracks how inventory is used, and adjusts purchasing habits in accord with apparent trends



- Keeps a well-organized collection of contracts for easy reference when needed
- Attends meetings to stay up to date on the company's objectives
- Attends conferences to meet potential new suppliers and glean insight from other professionals in the purchasing field

Educational & Job Requirements

- Degree: BS/BA is preferred
- 5+ years of procurement experience in the fresh produce industry
- Experienced team leader
- Ability to think strategically, creatively, and analytically
- Excellent negotiation skills
- Excellent presentation skills
- Relationship management skills
- Excellent written and verbal communication skills
- Strong computer skills, including demonstrated proficiencies in all Microsoft applications including Powerpoint, Word, and Excel
- Ability to interact with and adapt to different personalities and work styles
- Ability to work well under pressure and time constraints
- Ability to track down data from internal sources in a professional but persistent manner

Competencies

- Problem Solving/Analysis
- Business Acumen
- Strategic Thinking
- Results Driven
- Leadership
- Customer Focus
- Technical Capacity
- Communication Proficiency