



JOB TITLE: Procurement Manager
REPORTS TO: Director of Strategy
LOCATION: North Kingstown, Rhode Island
JOB TYPE: Exempt

JOB SUMMARY:

The Procurement Manager is responsible for the management of all raw material and packaging contracts. Materials procured include a variety of agricultural commodities (e.g. peanuts, sugar, vegetable oils, and dairy products), as well as finished good packaging materials. The position requires an understanding of agricultural markets and the ability to implement strategies to buy these materials. They will also oversee inventory management and supervise the position of Buyer/Planner. They will work collaboratively with the Quality, Sales and Operations Planning, Production, Warehouse, IT and other functional departments.

RESPONSIBILITIES AND DUTIES:

- Work with the Director of Strategy to develop and execute a diverse sourcing strategy to meet company's growth and sourcing requirements
- Work with the Director of Strategy to negotiate competitive contracts with major raw material suppliers
- Monitor and understand market trends and developments with all key raw materials.
- Work with the Director of Strategy to achieve Key Performance Indicators
- Manage and draw down on short- and long-term contracts with suppliers
- Establish and maintain relationships with at least two suppliers for each major material. Research alternative suppliers in partnership with the R&D Department
- Analyze supplier performance, including on-site visits and inspections in partnership with the Quality Department
- Partner with the Operations Department to support customer demand given a frequently changing production schedule
- Complete inventory and stock control, acting as an internal auditor of the system. Maintain reporting system on inventory levels and variances
- Plan all material requirements, ensuring materials inventory are sufficient to satisfy company's strategic goals
- Regularly visit key suppliers to establish and maintain relationships as well as negotiate contracts
- Manage Buyer/Planner position



QUALIFICATIONS

Required:

- Bachelor's Degree in business, economics, or one of the applied sciences
- Minimum 7 years related experience in roles involving procurement and inventory control
- Proficient and experienced with database programs—particularly SAP—data analysis and statistics
- Experience in traceability, stock coordination, shipping coordination, and FIFO
- Fluent in major common computer software and applications
- Highly detail-oriented with the ability to take initiative and consistently meet deadlines
- Willingness to take on both hands-on and office-related responsibilities
- Able to communicate across all levels of the organization
- Skilled in influencing and team building

Preferred:

- Experience in commodities procurement and contract negotiation
- Direct experience in food commodities procurement
- Experience with SAP software

WORK ENVIRONMENT

General office environment; occasionally visits production area. High utilization of office equipment, phone, computer, etc. Occasionally works in the production and warehouse areas, handling and moving IT equipment. Ability to work remotely, as needed or requested. Must be able to attend domestic and international conferences and meetings related to IT.

Domestic/international travel may be required up to 20% of time.

The requirements described are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions