



PURCHASING/SUPPLY SPECIALIST

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| Division/Department: Production |
| Shifts: Mon-Fri, 8:30 a.m. to 5:00 p.m. |
| Job title: Procurement Coordinator |
| Reports to: Assistant Plant Manager |

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| Level/Grade: | Type of Position <input checked="" type="checkbox"/> Full – time <input type="checkbox"/> Part – Time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern | Hours ___40___/week <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt |
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Purpose/Scope of Position

The Purchasing/Supply Specialist position is a key role within High Desert Milk that allows continuous processing without interruption due to packaging supplies and process ingredients. This role generally manages contracts with a company's vendors to ensure best prices while also ensuring supplies are managed and stocked according to weekly production schedules. This role will analyze costs, negotiate contract details, and offer strategies and solutions to help companies better manage costs on supplies and vendor services. Additional duties include managing inventory, tracking orders, and resolving issues concerning price disputes. Excellent organizational skills, ability to balance short term priorities and exceptional information analysis skills are a necessity. In addition, the role will be cross-functionally involved in forecasting, supply planning, and production scheduling functions. Supply chain analysis and continuous improvement are a large part of the position.

Responsibilities/Duties (inclusive of but not limited to):

- Primary responsibility for: Pricing evaluations, Inventory levels, supplier development, rebate analysis, special reports, ordering of product.
- Using production schedule to analyze, forecast and support efficient production and inventory control by ensuring availability of materials.



- Procurement of Raw Materials and Vendor Management
- Proactively planning future raw material requirements taking into account new product launch timing and upcoming product changes
- Understanding the inventory management process with daily communication to support replenishment of on-site levels based on demand.
- Creating and maintaining requisitions, purchase orders, acknowledgements and resolve invoice issues
- Providing documentation on supplier order to delivery lead-times, supplier reliability, production delays due to raw materials or alternate material use; root cause analysis
- Input all data into the Impulse system, including adjustments and other information.
- Prepare and file all procurement related documentation.
- Be attentive to details and possess the ability to handle multiple situations at one time.
- Perform with a sense of urgency understanding the influence procurement has on quality production.
- Proactively communicate expected detailed information to all personnel.
- Maintain accuracy and organization.
- Maintain a high level of professionalism and team approach.
- Audit preparation and performance
- Organize and clean all areas related to procurement (warehouses, parts room, personal space, etc.)
- Other tasks as directed to meet company objectives

Education/Training

- Associates Degree required.
- Bachelor's Degrees in supply chain management, business management or related field preferred.
- Required 1-3 years' experience in purchasing, inventory analysis or materials management.

Skills

- Attention to detail, organization, and communication skills are a must.
- Individual must be fluent in Microsoft Office, Outlook, Excel and have strong computer/technical skills (typing, navigation, functionality).
- The candidate must demonstrate exceptional interpersonal and communication skills, as he/she will be responsible for interacting with suppliers, colleagues and management on a daily basis.
- The ability to work in a team environment, prioritize work assignments, and act independently to resolve potential conflicts are all requirements of this position.
- Have an interest in continuous improvement and process development
- You have excellent analytical skills
- You must be comfortable working with all levels of staff and management
- Good negotiation skills



- Self-motivated and eager to learn
- Ability to solve problem independently
- Ability to maintain confidentiality of proprietary business information at all times
- Open to changing situations and is willing to perform all tasks when and where assigned.
- Pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Ability to meet or exceed the company's attendance and punctuality standards.
- Ability to understand and follow directions as given.
- Ability to work with minimal supervision.
- Knowledge of correct spelling, grammar and punctuation.
- Ability to work under pressure.

Salary

- DOE

Benefits

- Excellent benefit package available: 401k, medical, dental, vision, disability, life insurance, vacation, PTO, and holiday pay, subject to applicable eligibility and waiting