



POSITION TITLE: Purchasing and Logistics Manager

REPORTS TO: Vice President of Operations

POSITION SUMMARY: Responsible for source selection and procurement functions associated with the company's needs for materials and services. These products and services are to be secured at cost, quality and delivery standards. The position is further responsible for the logistics of shipping finished product to distributors and customers.

Essential Responsibilities:

- Implement a fully functional supply chain management infrastructure, ensuring all COGS are in stock, at the highest quality and at the most competitive price.
- Initiates purchase orders for ingredients, packaging and other manufacturing supplies. Maintains close coordination with production management to ensure materials arrive for timely production of finished product.
- Assures that product is shipped to customers in a timely and safe manner.
- Coordinate all co-packer purchase orders; assuring delivery of raw materials, packaging and labels with sufficient lead time for timely receipt of finished goods
- Secures and analyzes quotations, negotiates prices and terms with suppliers, and recommends suppliers with respect to cost, quality and timely delivery competitiveness.
- Coordinates as appropriate quality matters and engineering changes/developments between company and suppliers.
- Maintains supplier relationships, visiting suppliers' facilities to qualify them as new sources and assists in the resolution of production, design, quality and/or delivery problems.
- Maintain an accurate Cost of Goods number for each finished goods SKU
- Oversight of warehouse management
- Training, education and coordination with employees related to working with ingredients and packaging appropriately.

- Support product innovation; identifying suppliers, cost analysis and working with sales on forecasting and planning to build effective supply chain
- Studies market prices and trends, engineering developments.

Essential Team Responsibilities

- Work closely with production, sales, and management team as it relates to product logistics with calm cool problem solving techniques.
- Participate in every day issues relating to an assortment of company needs due to fast-paced growth environment.
- Act as a brand ambassador in the community. As a representative of the company, this role requires following company policies, honesty, standards, confidentiality, strong written and verbal skills, and timely reporting.

Education and Experience

- Three years purchasing and logistics management experience in a food-manufacturing environment preferred.
- Bachelor's degree in related field a plus
- Working knowledge of supply chain, Materials Resource Planning systems and freight
- Solid analytical skills and computer proficiency
- Planning: ability to perform short and long-range planning
- Professional interpersonal and communication skills
- Excellent program and time management skills
- Ability to multi-task in a fast-paced environment and to solve practical problems and deal with a variety of changing situations

Work Environment/Physical and Mental Demands

Requires a full range of body motion including sitting, standing, and walking for extensive periods of time. Occasional lifting of up to 50 pounds may be required.

Must be mentally adaptable and flexible in dealing with a variety of people

