



**Title:** Procurement Manager

**Supervisor's Title:** General Manager

**Revised:** October 2018

**Introduction:**

This job description has been prepared as a guide to ensure better communications and understanding. However, all responsibilities have not been, nor could they be, included; your supervisor may from time to time ask you to perform other related duties not specifically included in this job description including coverage in case of their absenteeism.

**Employee Acknowledgement**

I have read and reviewed this Job Description with my supervisor. I understand my responsibilities as outlined and have received a copy of this job description and agree to carry out these responsibilities.

X

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**1. Position Purpose:**

The appropriate candidate for this position is the key contact for all purchases at GVF, generally excluding production equipment and related maintenance parts. The candidate primarily executes purchases of raw material and manufacturing components and all other miscellaneous purchases. They will be responsible for planning, directing, coordinating and inventory management of all raw materials and finished products.

**2. Education and Training:**

- Post-Secondary education in a related field
- Minimum 5 years of materials management experience within the food industry
- Experience in sourcing raw materials and finished products
- Experience with ERP systems
- Excellent negotiating skills with a strong view of customer service
- Excellent time management and analytical skills
- Well organized and strong attention to detail
- Ability to communicate effectively

**3. Specific Accountabilities:**

- a) Utilize the MRP system to understand weekly, monthly and annual purchasing requirements.
- b) Monitor and control inventory levels of raw materials and manufacturing components including Cold Storage inventory and the release for pick up as required.
- c) Manage logistics to ensure on time delivery.
- d) Monitor and build strong relationships with the vendor community, communicating on a consistent basis with suppliers regarding orders, shortages, and new product
- e) Communicate with Production Manager, and Production Supervisors regarding schedule and supplies
- f) Prepare and deliver month end reports
- g) Create and issue US export and/or import papers
- h) Co-ordinate all Quota related functions, including preparation and filing of the annual application once approved by the GM, track and call out all permits for both GVF Quota plus any outside quota that we may have access to in any given year. Handle all logistics for imported product.
- i) Order supplies required for weekly production using just in time ordering principles. i.e. film, bags, gloves, aprons, sleeves, hairnets etc.
- j) Control and maintain inventory at Cold Storage and release for pick up as required. Arrange trucking for same.
- k) Monitor inventory levels to ensure shortage do not occur and verify system counts to actual.

- Check stock from report to ensure shortages do not occur
- Perform spot checks on raw material and finished products to verify accuracy of system count
- l) Assist with Recall Procedures by:
  - Providing all necessary product inventory reports
  - Provide information concerning product(s) destinations
  - Inform the contact persons at the affected product destinations
  - Contact transport companies with respect to recovering the affected product and provide all necessary information about affected product(s)
- m) Provide recommendations for product improvement and/or cost savings opportunities.
- n) Run daily, weekly, and monthly inventory reports and analyze and correct discrepancies.
- o) Supervise and direct department:
  - Ensure personnel are performing their jobs in accordance with company procedures & policies.
  - Train and evaluate employees accordingly
  - Complete all scheduled performance reviews in a timely manner
  - Assist personnel with creating, maintenance and closing M.O's
- p) Assist with developing and maintaining positive employee relations within the department.
  - Treating employees consistently and fairly
  - Developing a team attitude within the department
- q) Responsible for the purchases of miscellaneous office supply and other purchases as directed.
- r) Performs other office duties as directed.

**4. Working Relationships:**

**Inside Contacts:**

- General Manager
- Department Managers
- Shift Supervisors

**External Contacts:**

- Material Suppliers
- Customers
- Affiliate Company Personnel

**Responsibility for Others:**

- Supervise 3 (Production Control Analyst, Production Scheduler and Logistics Coordinator)

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5. **Direction or Guidance:**

**Supervisor Review:**

- Problems in obtaining raw materials to meet schedule
- Shipping discrepancies
- Production scheduling discrepancies
- Selling Price discrepancies

**Decisions Made without Reference to the Supervisor:**

- Quantity and time for ordering required materials

6. **Position Impact:**

- Error on production schedule may result in shortages over overstock causing customer dissatisfaction or loss of revenue, may have to work overtime to correct or sell at a reduced price.
- Purchasing too much or too little material may result in spending money unnecessarily. This may cause not enough supplies, shortages, schedule overtime, rush shipment to obtain supplies

7. **Confidentiality:**

- Constant work with confidential information where disclosure would have a harmful effect on the organization.