



Procurement Administrator

(Job Description)

Status: Full-Time

Classification: Nonexempt

Work Hours: Monday – Friday; typical office hours

Summary/Objective

This position works in supporting procurement, sourcing of raw materials, supplies and related materials in a manner that supports the operation of production for the company. This position also requires knowledge of forecasting and inventory management principles, the ability to develop models to support forecasting and replenishment, ability to multi-task, communicate cross departmentally, and successfully complete tasks with minimal supervision.

Duties and Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties and responsibilities include but are not limited to the following:

- Prepares purchase orders, solicit vendors, and reviews requisitions for raw materials and supplies
- Adhere to timely and accurate data entry of all purchase orders
- Places purchase orders into procurement spreadsheets
- Processes purchase orders or blanket orders to meet production requirements
- Manage and update purchase order delivery dates after receiving confirmation
- Trace delinquent arrivals from purchase orders; contact vendors possessing past deadline receiving dates
- Ability to adapt purchase orders up or down depending on current requirements
- Purchases the highest quality materials to meet specification at the lowest possible price while maintaining inventory minimums.
- Support Research and Development team with sourcing raw materials for new projects.
- Ability to read and verify technical CAD drawings for packaging materials.
- Research and evaluate suppliers, based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history.
- Evaluates production schedules in Excel to ensure materials will be available to run on scheduled date
- Verifies receipt of items by comparing items received to items ordered; resolves shipment errors with suppliers.
- Ability to organize and analyze large sets of data in Excel spreadsheets.
- Work with operations, sales, and scheduling team to define and execute optimal inventory levels to meet customer deadlines.
- Maintain vendor information and pricing in Excel.
- Assist with day-to-day administration of vendor management.
- Coordinate with the Accounting Department to reconcile invoice payments and optimize vendor terms.
- Interact with Quality Assurance regarding raw material specifications and usage approval.
- Upholds the security and confidentiality of documents and data within area of responsibility.

Competencies

Communication, Extreme Organization Skills, Mathematical Skills, Thoroughness, Time Management, High Level of Attention to Detail, Self-Starting, Team Oriented, Strong Telephone Communication Skills and Etiquette, Must be able to understand and carry out oral and written instructions and request clarification when needed, Able to manage and prioritize high volume of work in a fast paced environment and Good self-auditor skills

**Supervisory Responsibility**

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. Performing the duties of this job include: contact with dry dairy products, frequent exposure to airborne particles. Almost always work indoors. Often share office space with co-workers. High level of social interaction.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to go up/downstairs, use hands to: finger, handle or feel; and reach with hands and arms. The position involves standing, walking, sitting, and bending. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Travel

No travel is expected for this position.

Education and Experience

Preferred an Associate Degree in Business Administration or related field preferred, but not required. Advanced User of Microsoft Excel required. Knowledge in dry milk powder, food ingredients or packaging manufacturing preferred.