

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| Position Title | Procurement Manager, Packaging |
| Department | Sales and Procurement |
| Location/Site | Burlington, Ontario |
| Effective Date | September 2020 |

**OBJECTIVE**

Reporting to the Senior VP, Procurement, this role is primarily responsible for the monitoring, management and replenishment of all packaging inventory. In addition, the Procurement Manager, Packaging will also establish and maintain relationships with existing and new packaging suppliers as well as manage and implement cycle counts.

**QUALIFICATIONS**

Education:

* Bachelor’s Degree/Diploma in business or a relevant field of study

Experience & Skills:

* 3-5 years purchasing experience, preferably in packaging
* 3-5 years experience with consumer packaged goods, preferably in produce industry
* Strong knowledge of supply chain management
* Proficient in MS Office (Word/Excel/Outlook) as well as knowledge of inventory management software
* Exceptional communication skills (verbal and written)
* Strong relationship-building and interpersonal skills
* Strong negotiation skills
* Detail oriented, self-motivated and highly organized
* Strong problem-solving skills, process-focused
* Excellent analytical and prioritization skills
* Professional attitude and highly dependable
* Ability to work independently within established policies and broad objectives
* Ability to travel (limited as needed)

**PRINCIPAL RESPONSIBILITIES**

1. Manage, monitor and oversee all packaging inventory levels.
2. Oversee, develop and implement cycle count systems.
3. Replenish non-produce inventory levels at all EarthFresh facilities and co-packers.
4. Plan areas for continuous improvement as required.
5. Follow-up with and regularly interact with suppliers to gain solid understanding of lead times.
6. Develop relationships with existing packaging suppliers and seek out new vendors.
7. Work closely with the Marketing Department to assist in the development and execution of new packaging.
8. Ensure packaging is current and meets all legislative requirements in Canada and US.
9. Order all non-inventory items as required.
10. Other duties as required by the Senior VP, Procurement.