



## JOB DESCRIPTION

### BUYER

#### **OBJECTIVE**

Reporting to the Senior Manager, Procurement, the Buyer will be responsible for procuring fresh produce from multiple regions across Canada and the United States. The main responsibilities of this position will include purchasing of both bulk and packed fresh produce, managing inventory as well as developing grower relationships with new and existing suppliers.

#### **QUALIFICATIONS**

##### Education:

- Bachelor's Degree/Diploma in business or a relevant field of study

##### Experience & Skills:

- 3-5 years of buying/procurement experience (within the produce industry considered a strong asset)
- Proficient in MS Office in addition to knowledge of inventory management software
- Excellent communication skills (verbal, written, interpersonal)
- Excellent organizational skills
- Detail oriented and able to balance multiple priorities
- Strong problem solving and analytical skills
- Strong relationship building and negotiating skills
- Agriculture/product knowledge as it relates to the produce industry considered a strong asset
- Flexibility and willingness to work outside of regular working hours (as required)
- Ability to travel from time to time (to attend trade shows, visit vendors, etc.)

#### **PRINCIPAL RESPONSIBILITIES**

1. Identifying purchasing needs of the company.
2. Working with internal departments to forecast demand and appropriate inventory levels.
3. Evaluating suppliers for quality, service and supply of produce items.
4. Building relationships with new and existing suppliers and growers.
5. Negotiating with suppliers and growers in order to maintain a competitive cost of goods.

6. Managing purchased inventory and rotation of product.
7. Monitoring purchases for on-time deliveries and overdue shipments.
8. Updating price lists for departments and communicate accordingly.
9. Other duties as required by the Senior Manager, Procurement.