



JOB DESCRIPTION

BUYER

OBJECTIVE

Reporting to the Director of Procurement, Canada, the Buyer will be responsible for procuring fresh produce from multiple regions across Canada. The main responsibilities of this position will include purchasing 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 produce industry is 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
- Flexibility and willingness to work outside of regular working hours as required
- Ability to travel from time to time in Canada/U.S. (attend trade shows, visit vendors, etc.)
- Agriculture/product knowledge as it relates to produce industry considered an asset

PRINCIPAL RESPONSIBILITIES

1. Identify purchasing needs of the company.
2. Work with internal departments to forecast demand and appropriate inventory levels.
3. Evaluate suppliers for quality, service, and supply of produce items.
4. Build relationships with new and existing suppliers and growers.
5. Negotiate with suppliers and growers in order to maintain a competitive cost of goods.
6. Manage purchased inventory and rotation of product.
7. Monitor purchases for on-time deliveries and overdue shipments.
8. Update price lists for departments and communicate accordingly.
9. Perform other duties as required by the Director of Procurement, Canada.