



JOB DESCRIPTION

BUYER

OBJECTIVE

Reporting to the Director of Procurement, the Buyer will be responsible for procuring fresh potatoes from multiple regions across Canada and the United States. The successful candidate will be responsible for developing grower relationships with new and existing suppliers, purchasing both bulk and packed-out fresh potatoes, working hand in hand with our logistics department, managing inventories for freshness, rotating products, maintaining service levels, managing product shrink, and ensuring the overall profitability of their category.

QUALIFICATIONS

Education:

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

Experience & Skills:

- Three (3) to five (5) years of buying/procurement experience in the produce industry, preferably in the potato industry
- Agriculture/product knowledge as it relates to the produce industry, specifically root vegetables
- Understanding of CFIA and USDA grading, specific to potatoes
- Understanding of the importing process of fresh potatoes
- Proficient in Word/Excel/Outlook in addition to knowledge of inventory management software
- Exceptional communication skills (verbal and written)
- Strong relationship building and interpersonal skills
- Strong negotiating skills
- Detail oriented and able to stay self-motivated, highly organized, and prioritize
- Strong problem- solving skills, process-focused
- Excellent analytical skills
- Professional attitude and highly dependable
- Ability to work independently within established policies and broad objectives
- Ability to travel from time to time

PRINCIPAL RESPONSIBILITIES

1. Identify the purchasing needs of the company
2. Sourcing produce while ensuring freight costs remain reasonable
3. Work with other departments to forecast demand and evaluate inventory levels, and take orders from within the organization
4. Communicates and negotiates with and evaluates vendors to get the best possible pricing and payment options

5. Identify potential cost reduction and analyze the impact of pricing changes for goods and services
6. Management of inventory through the inventory management system, Famous
7. Monitor deliveries and past due shipments
8. Communicate with/establish relationships with various suppliers and growers
9. Updating of price lists for departments and communicating changes daily
10. Other duties as required by the Director of Procurement.