

Job Description

Purchasing Department

Position **Purchasing Agent/Procurement Technician/Buyer**
Reports to **Purchasing Manager**

Position Objective

Eden Foods is looking for a Purchasing Department team member to manage supplier relationships and help facilitate the efficient supply of authentic, natural, and organic items for its customers. The primary goal is to make rational decisions to maintain proper inventory levels through healthy relations on the supply side while integrating these processes efficiently into the company's business systems.

Key Responsibilities –

Source and Supplier Management

Identify, evaluate, and source suppliers, negotiating prices and terms to meet annual supply needs. Farm and vendor visits require occasional overnight travel. Interface personally and through business systems with Purchasing Department members and other company Department personnel as necessary.

Product Information Database –

Maintain updated and accurate data in the Product Information Database (PID). As facts are acquired concerning farms, foods, and packaging, insert them succinctly (zero fluff facts) into the PID for access by other company Departments and company personnel who must interface with the public (example Marketing & Sales) and agencies that have jurisdiction over aspects of Eden Foods.

Product Specification –

Acquire facts and data necessary to create and maintain on file in the Purchasing Department current, up-to-date Eden Specification Sheets for items purchased on the company's behalf. Acquiring supplier spec. sheets is helpful in completing this necessity and learning about the supplier's and industry's perspective on what is usually included on a spec. sheet for a given item.

P.O. Processing & Management –

Issue detailed and accurate purchase orders (P.O.s). Maintain knowledge about the order status to ensure the best on-time delivery to Eden Foods.

Inventory Management –

Maintain intelligent inventory levels, conservatively maximize inventory turns, and identify potential shortages or overstocking. Work and communicate with Operations / Inventory Management ensuring that they are in-the-loop for goods routed to them.



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Negotiation and Contract Management–

Negotiating favorable terms and prices with Eden suppliers. Manage contract data and necessary/courteous communications with our suppliers. Maintain details and paperwork related to supplier contracts with Eden Foods.

Cost Analysis and Savings –

Maintain data necessary for accurate landed cost of goods purchased. Remain aware of industry and item market prices to ensure Eden Foods receives competitive pricing from suppliers. Identify opportunities for cost reductions and recommend best practices for business systems and purchased-goods handling.

Quality Control –

Ensure that purchased goods and services meet Eden Foods' quality standards, specifications, and requirements.

Reporting and Analysis –

Track P.O.s. Prepare reports on supplier performance. Be knowledgeable about purchasing trends and Sales Department projections.

Essential Skills:

- Analytical and problem-solving.
- Strong interpersonal and factual communication skills are essential for interacting with vendors and colleagues.
- Effective and efficient verbal and written communication skills.
- An openness to learning Eden Foods' business and having full command of your products and vendor relationships. Clean, authentic organic food is a core responsibility at Eden.

This job description is not intended to be all-inclusive or a complete explanation of duties. Employees are required to perform duties as assigned by their supervisor or management. Eden reserves the right to modify job duties and responsibilities as needed. Job descriptions do not constitute or imply an employment contract.