

Rejuvenate

## Buyer/ Job Description

### Purchasing Department

Position                      **Buyer, Business Professional**  
Reports to                    **Purchasing Manager**

### Duties and Responsibilities

- A. Purchase inventory and components as necessary to accommodate lead times and anticipated sales volumes.
- B. Supplier relationships – oversee, manage, and develop.
- C. Achieve competitive purchase prices and logistics.
- D. Confirm compliance with Eden Foods' Standard Operating Procedures, organic standards, and specifications.
- E. Responsible for keeping up-to-date data and documents regarding suppliers, products, and components.
- F. Generate required paperwork such as purchase orders and inventory transfers for and the company.
- G. Work smoothly with other Department to ensure Eden items meet specs, certification needs, and GMP's following SOPs and process flows.
- H. Research and study of sources for Eden items.
- I. Work with supply -side to maintain accuracy, timely work order directives, and contribute to timely, accurate records and reports.
- J. Facilitate inventory management within the company providing data and documents as necessary.
- K. Routinely visit, inspect, and learn about suppliers as needed.

### Job Requirements

- 1. Education and skill necessary to carry out duties and responsibilities thoroughly and accurately.
- 2. Teamwork attitude within the Dept. and with other Departments.
- 3. Business experience sufficient to conduct and develop the mission of the Purchasing Department.
- 4. Well-developed verbal and written communication skills.
- 5. Proficient in Microsoft Office with a willingness and ability to learn Eden Foods software programs and systems.
- 6. Math, accuracy, thoroughness, and timeliness skills and habits

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.

