

JOB POSTING

Title/Position: Procurement Manager

Department: Supply Chain

Supervisor: Director of Supply Chain/Distribution

Hours/Shift: Full Time

Pay Rate: Commensurate with experience

Approved: _____

JOB SUMMARY:

Responsible for the procurement of materials and related services required by the company to maintain our position as the World's largest ice cream cone manufacturer. This position will oversee and execute the vendor management process including sourcing, negotiating, performance analysis, and feedback. This will include a responsibility for quality, timeliness, forecast accuracy, and profitability. This position will manage the work of the Junior Buyer; work closely with sales, production, finance and quality departments; and provide direction to purchasing support personnel. Minimal travel will be required to evaluate suppliers. Significant use of MS Office products to analyze data and create presentations will be required. This position reports to the Director of Supply Chain and Distribution.

ESSENTIAL FUNCTIONS:

- Good attendance (as defined by attendance policy)
- Must be able to climb stairs.
- Must be able to lift up to 40#
- Must be proficient in Microsoft Office Products
- Must be able to travel (10% of the time)

RESPONSIBILITIES:

- Fully Responsible for the Organization's Materials Sourcing and Vendor Management Programs.
- Implement the S&OP Plan with regards to material requirements.
- Source all items, balancing cost and quality measures.
- Identify and source suppliers for new and existing products, working closely with QC.
- Solicit bids for commodities and materials; analyze these bids; provide recommendations from this analysis; and present these recommendations to senior management.
- Oversee and Manage Raw Material and Packaging availability at our two production facilities.
- Manage vendor relations through ad hoc and structured review processes.
- Ensure compliance with SQF protocols within areas of responsibility.
- Work closely with QC to develop and maintain the supplier quality program.
- Participate in go to market strategy development and execution, working closely with sales and production counterparts.
- Identify and develop improvements to our packaging and raw material inputs.
- Maintain a working knowledge of food industry quality assurance standards
- Maintain a working knowledge of food labelling requirements, including FDA, Health Canada, and any other pertinent regulatory agencies.
- Perform other duties as directed by supervisor.

ASSIGNMENT, REVIEW & APPROVAL OF WORK:

- Under the direction of the Director of Supply Chain and Distribution, activities are assigned and conducted according to company policies and procedures.

QUALIFICATIONS:

- Bachelor's Degree in Purchasing, Supply Chain, or a related field of study or equivalent, or equivalent work experience.
- Minimum Intermediate level of proficiency in Excel required; Advanced level preferred.
- Minimum 5 years experience in purchasing, with a minimum of 2 years of management experience.
- Prior experience purchasing in a manufacturing/food manufacturing setting preferred.
- WorkKEYS Gold Certificate or above preferred.
- APICS certifications (CPIM or CSCP) a plus.
- Experience with AS400 and InForXA systems beneficial.
- Experience/knowledge of SQF, GFSI, HACCP, and GMP programs beneficial.
- Excellent verbal and written communication skills.
- Strong ability to effectively analyze and present complex information.
- Must have demonstrated good work habits and attendance.

TO APPLY:

Internal candidates – complete a Job Opening Interest Form, and return it to HR with an updated resume.

External candidates – complete a Joy Cone Application (available at www.JoyCone.com/employment), and submit with original signatures and updated resume to: Joy Cone Co., ATTN: Procurement Manager, 3435 Lamor Road, Hermitage, PA 16148. ORIGINAL SIGNATURES ARE REQUIRED. Scanned/e-mailed or electronically signed applications will not be accepted or processed!