



POSITION: Botanical Procurement Specialist

STATUS: Full-time, FLSA Exempt

LOCATION: Home base location is negotiable; position requires international travel for approximately 50% of working time

TEAM: Rishi Procurement Department

SUMMARY:

Rishi Tea seeks a full-time Botanical Procurement Specialist to join its Procurement department. The Botanical Procurement Specialist will work directly with Rishi's sourcing experts to further develop the company's industry-leading organic supply chain. The position demands an extensive travel regimen. A valid and current passport is necessary for the essential functions of this job.

PRIMARY JOB FUNCTIONS:

- Prospect for new organic source farms
- Conduct ongoing traceability audits and farm verification
- Compose photojournalistic travelogues
- Manage importing logistics
- Execute high-volume trading and bulk sales of organic teas, herbs, and spices

ESSENTIAL REQUIREMENTS:

- Four-year Bachelor's degree
- 5+ years experience in the tea, herb, spice, or coffee trade
- Must be fluent in at least two languages
- Must have exceptionally strong oral and written communication skills
- Must have significant experience in a buyer/procurement role
- Requires extensive international travel experience
- Requires superb cross-cultural understanding

Please contact resume@rishi-tea.com if you are interested in this position.