



Bay State Milling Job Description

Job Title: Procurement Manager
Department: Purchasing
Reports To: Supply Chain Manager
FLSA Status: Exempt
Prepared By: Human Resources
Revised Date: 6/5/2023

SUMMARY

This position is responsible for all facets of purchasing management for ingredients used by the Mini-milling and Blending (MMB) business unit. This position requires management of the procurement administrator function. Sourcing trips around the globe are required throughout the year and depend on supplier availability and growing seasons.

ESSENTIAL DUTIES AND RESPONSIBILITIES *include the following. Other duties may be assigned.*

- Develop and implement procurement and price management strategies for all the ingredients used by the business unit. Some of these ingredients include edible seeds, ancient grains, and beans, pulses, and legumes.
- Lead and manage vendor approval and raw material approval processes and programs for all ingredients. Cultivate a vendor base that optimizes business unit performance.
- Conduct formal ingredient presentations to senior management and key blending and milling customers.
- Establish in-transit and physical inventory scheduling and maintenance strategies and maintain commodity purchasing positions.
- Publish regular market commentary to internal and external blending and flour milling customers. Serve as a pricing resource for blending sales and the Product Development Team.
- Participate in the development and execution of the business unit budget. Assist in establishing short-term and long-term business goals. In areas of responsibility monitor progress and evaluate results.
- Team with Operations, Product Development, Quality Assurance, Sales, and Transportation to maximize individual performance and business unit results.
- Work with the Supply Chain Manager and Commercial Manager to develop strategies for ingredient risk management-



QUALIFICATIONS to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 2-3 years' experience in purchasing, ingredient businesses, or commodity merchandising
- Strong verbal, written and interpersonal communication skills.
- Able to work independently and cooperatively across business functions.
- Able to define problems, collect and summarize data and discern solutions.
- Ability to build strong commercial relationships with strategic supply chain partners and customers.
- Strategic thinker who can identify broad market opportunities and adjust plans in dynamic market situations.
- Innovative and future orientated in thinking and action.
- Ability and willingness for global sourcing multiple times each year.

EDUCATION and EXPERIENCE

Bachelor's degree from an accredited college or university required, Graduate work a plus. Proficiency in Word, Excel and PowerPoint windows applications is required at a minimum. Familiarity with global travel highly desired.

LANGUAGE SKILLS

English fluency is essential. Must have strong verbal and written communication skills, with ability to respond to either common and sensitive inquiries or complaints from internal and external customers and/or suppliers. High attention to detail and a keen eye for esthetics.

REASONING ABILITY

Must have seasoned judgment and business situation versatility, with ability to define problems, collect data, establish facts, and draw valid conclusions.

OTHER SKILLS & ABILITIES

PHYSICAL DEMANDS the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit or stand. The Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.



WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is generally exposed to a non-manufacturing, office type environment and not subject to noise, dust, industrial type machinery.

FOOD SAFETY / SECURITY REQUIREMENTS:

The Company is committed to producing and delivering defect-free products. To ensure this, all employees are required to be trained on and adhere to the Good Manufacturing Policies set forth by the Company as they pertain to personnel practices, equipment, and facilities. It is also vital that all employees be aware of the work environment and when possible, prevent accidental or intentional adulteration of products produced at this facility. As a result any employee has a right to put product on hold if they have a concern. At the plant level, only the Quality Assurance Manager and General Manager have the authority to release product on hold.

EQUAL OPPORTUNITY EMPLOYER

Bay State Milling is an equal opportunity employer that is committed to creating a diverse, equitable and inclusive workplace. We evaluate qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, genetic information, national origin, disability, veteran status, and other legally protected characteristics.