



Job Description

Purchasing Manager

Department: Purchasing
Reports to: Vice President Procurement
Date: August 2010

FLSA Status: Regular/Full-Time
Salary / Exempt
(Administrative Exemption)
Non-bargaining

Summary

The Purchasing Manager is responsible for the effective management, direction, control, and evaluation of Raw Fruit Procurement, Packaging and Production Supplies Purchasing, and Grower Relations. The Purchasing Manager, in concert with the VP of Procurement, strategically manages the effective negotiation of price, delivery and acquisition of high quality raw product, ensuring effective coordination/control of all raw product and distribution activities with production operations. Works closely with the Marketing and Sales Department to respond to changing needs, pricing and supplies. Duties include the supervision of the Production Planner and Field Representative.

Essential Duties and Responsibilities

- Raw Fruit Procurement** – Specific accountabilities to include:
 - Analyzes current inventory position, sales needs and market information to present pricing strategy to the VP of Procurement.
 - Responsible for logistics of raw fruit procurement in coordination with Production Planning.
 - Responsible for the negotiation of optimum quality raw fruit products to assure adequate supply at a favorable price while meeting Milne Fruit Products and customer specifications.
 - Establishes and negotiates contracts with growers for the purchase of concord grapes, various berries and orchard fruit.
 - Maintains contact on a regular basis with growers and raw fruit brokers. Must be familiar with available sources of raw fruit products at all times.
 - Works closely with Agriculture Managers at Wyckoff Farms on production crops.
 - Manages raw fruit purchases against Purchase Orders and entry into Navision.
 - Provides all essential documents to A/P to ensure timely payment.
- Packaging and Production Supplies Purchasing** – Specific accountabilities to include:
 - Analyzes past trends and future schedules to forecast packaging and supply needs. Plans and schedules material acquisitions to maintain optimum inventory levels. Coordinates activities with the Production Planner.
 - Handles recommendations and approvals of purchases.
 - Ensures purchasing documents are properly completed and the terms and conditions of purchases are clearly communicated to vendors.
 - Holds suppliers and vendors accountable, and requests appropriate credits when quality parameters are not met.
 - Assures that department records are maintained and that purchases are followed up or expedited when required. Department records include price histories to provide information on price variances.
 - Accountable for safety, quality, and GMP standards in the materials organization.
- Grower Relations** – Specific accountabilities to include:
 - Responsible for the implementation of Company/departmental policies and governmental regulations, applicable within the department and among user departments, as well as with vendors.
 - Responsible for inspection and certification of qualified suppliers.
- Ocean Spray** – Specific accountabilities to include:
 - Acts as a liaison with Ocean Spray Cranberries to attain optimum service and asset utilization and achievement of Company objectives.
 - Orders ingredients as needed in conjunction with requirements provided by Production Planner for 3PBSs. Produces PO per order.

- Arranges freight from suppliers to Milne Fruit Products on just in time basis.
 - Maintains 3PB spreadsheet detailing order and transportation schedule.
5. Departmental Management – Specific accountabilities to include:
- Supervises and reviews compilation of statistics and/or other pertinent data requested for the Company, governmental agency, and/or other purposes.
 - Responsible for immediate supervision of departmental staff including hiring, performance, and disciplinary determinations; conducts staff meetings and initiates wage increases based on meritorious performance; hears and resolves complaints, problems, grievances. Provides for training opportunities and skill growth for staff. Maintains appropriate levels of employee relations and morale.
 - Establishes annual departmental objectives and develops strategies to achieve performance and productivity goals.
 - Arranges and distributes work and coordinates departmental activities with plant operations for maximum efficiency.
 - Actively participates in weekly senior staff management meeting. Assures that effective communication between departments and key personnel are maintained within areas of responsibility. Provides ongoing input to the President/General Manager, especially regarding unusual or serious situations.
 - Responsible for developing and maintaining the Purchasing Department part of the annual budget. Assists the Controller in developing annual budget as impacted by raw fruit prices.
 - Delegates responsibility and achieves results through subordinates; maintains order in an environment of changing priorities.
 - Prepares and delivers formal presentations, attends meetings, conferences, seminars, regional and national trade shows requiring periodic travel.

Qualification Requirements

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.

Education and/or Experience

- BS/BA in business, horticulture, agriculture or related subject.
- Three (3) years experience in increasingly responsible related positions.
- Leadership skills
- Demonstrated initiative and ability to think creatively to identify business opportunities
- Sound knowledge and experience with principles and practices of business administration including personnel practices, employment laws and fiscal management practices; and the appropriate methods and means of dealing with human behavior situations in a variety of circumstances.
- PC-based computing experience (Word, Excel, Outlook, PowerPoint).
- An equivalent combination of experience and training that provides the required knowledge, skills and abilities.
- Knowledge of raw fruit quality issues and experience in a food/beverage manufacturing environment preferred but not required.
- MS Dynamics-NAV (ERP data system) experience preferred but not required.

Language Skills

- Ability to read and comprehend English and comprehend company policy and state and federal regulations.
- Ability to negotiate with skill and tact to obtain quality fruit at optimal prices.
- Ability to relate well with all level's of MFP staff, growers, customers and other business people. Because of considerable interaction with all groups, effective language and human relations skills are essential.
- Ability to identify and resolve administrative problems.
- Professional writing skills to compose memos, letters and other business correspondence observing all rules of grammar, spelling and punctuation.

Mathematical Skills

- Quantitative skills to create PO's.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to calculate yields.
- Ability to review cost data, analyze and make recommendations.
- Ability to create, review and understand departmental budgets.
- Ability to understand and use accounting and business financial statements.

Reasoning Ability

- Ability to research, assess and apply appropriate laws, rules and regulations to the work environment
- Ability to plan ahead, make decisions, exhibit sound and accurate judgment and make timely decisions.
- Ability to manage details and comprehend full scope of the Purchasing department.
- Ability to manage multiple priorities, meet deadlines and coordinate a varied scope of work.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to coordinate material and schedules to meet deadlines and budget goals.

Environmental Conditions

- Standard office environment.
- Potential workplace hazards in the laboratory and processing plant. All safety regulations and use of PPE's must be followed.
- Frequently work at fast pace with unscheduled interruptions.
- Manages multiple deadlines.
- Works long and irregular hours and under pressure conditions.
- Requires frequent interaction with customers and growers that may be stressful.
- Periodic travel nationally and internationally.

Physical Demands

- Mobility around office and plant facility.
- Ability to work in production plant environment which may include heat, cold, noise.
- Ability to sit, stand, talk, hear, taste, smell, reach, bend, use hands to finger, handle or feel objects, tools, or controls.
- Ability to use keyboard and monitor.
- Regularly lift and/or move up to 10 pounds. Occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include color vision, close vision, peripheral vision, depth perception, and the ability to adjust focus.
- Ability to travel and use public transportation nationally and internationally.

ADA: The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and its amendments.

Disclaimer:

The above statements are intended to describe the general nature and level of work performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

I understand that this job description will be reviewed periodically as duties and responsibilities change with business necessity and that essential and marginal job functions are subject to modification.

I have read this job description and have had an opportunity to ask questions regarding my job duties and expectations of performance.

Employee Signature

Date