

Purchasing Director

\$120k-\$150k

\$80 Million Organization

- Excellent Work Environment!
- Excellent Medical Benefits
- 401K with 5% Match, 15 PTO days, and 9 holidays.
- 100% in office for the first 90 days, Hybrid after acclimation (4 days in office/1 days WFH)

The Purchasing Director reports to the Chief Operating Officer. This position is responsible for sourcing, negotiating, and purchasing all manufacturing components while ensuring timely logistics, quality, and value. In addition, this role partners with a wide variety of crossfunctional resources including plant operations, quality, R&D, sales, marketing, finance and suppliers to develop, implement and manage sourcing strategies, standardized business processes, lean principles, and continuous improvement projects, ultimately ensuring that materials and services are delivered at the right time, quality, quantity, and cost.

Responsibilities:

Day to Day (Hands on and in the details)

- Direct and conduct supply chain purchasing activities for dietary supplement ingredients and packaging components.
- Identify and evaluate potential suppliers based on quality, delivery, pricing and other factors.
- Negotiate contracts, terms, and conditions with suppliers, and manage vendor relationships.
- Monitor supplier performance and resolve any issues that arise. Big Picture (Strategy, data, and cross functional)
- Develop and implement procurement strategies to meet the company's goals and objectives.
- Conduct market research and stay up to date on industry trends to identify new suppliers, products and services as well as staying abreast of market dynamics, prices and supply risk.
- Work with cross-functional teams to
- Forecast demand, plan inventory levels and optimize supply chain efficiency supported by metrics.
- Award key business to suppliers based on sustainable quality, supply, risk, cost, and predictability of cost.
- Identify and match product development business needs with supplier capabilities to drive strong business partnerships through supplier challenges, relationship development and through sharing of the business priorities and innovation capabilities within supply industry.
- Analyze current metrics and develop initiatives to drive continuous improvement.
- Additional duties as assigned.

Qualifications:

- 7+ years' experience in strategic sourcing in dietary supplements or progressive CPG Food/Beverage experience of which 3 years must be in direct purchasing from manufacturers and distributors. Have a proven background of managing logistic and supply chains in a complex and fast paced environment.
- BS/BA degree in business, supply chain management or related fields. Certified

- Professional in Supply Management (CPSM), Certified Purchasing Manager (CPM) or similar certification desirable.
- Has demonstrated success in creating and implementing strategic procurement plans, creative problem solving, contract negotiating and supplier relationship building.
- Has successfully developed and implemented effective processes which call for coordination of activity across multiple cross functional areas.
- Strong financial/analytical acumen; Strong Excel Skills.
- The ability for periodic local and national travel to trade shows and conferences is required.
- Use ERP system and spreadsheets to maintain and optimize inventory per sales forecast and manufacturing requirements.
- Knowledge of ingredient and component products and markets Strong interdisciplinary, intercultural, influence, and networking skills.
- Ability to quickly build meaningful relationships with suppliers and communicate effectively with them.
- Manage supplier performance and drive continuous improvement.
- Data analysis, problem solving, and decision making.
- Apply broad based business disciplines/knowledge to support procurement activities.
- Problem solving with the ability to make timely and sound decisions with imperfect information.
- Comfortable working in a fast-paced environment with ambiguity.
- Organization and time management.
- Excellent written and verbal communication.
- Ability to work both independently and as part of a team.
- Experience leading teams - both with direct staff and indirect project teams.
- Proficient in Microsoft Office Suite; Excel, Word, and PowerPoint.
- Experience with ERP systems, Deacom experience a plus.