

Job Opening Description

JOB TITLE: Purchasing Manager

JOB TYPE: Full-time

DEPARTMENT: Supply Chain Management

REPORTS TO: Director of Supply Chain Management

LOCATION: 2516 Main Avenue, Fayetteville, IL 62258

FLSA STATUS: Exempt

DATE PREPARED: February 17, 2017

Deli Star Corporation is seeking a **Purchasing Manager** for its Corporate Offices and Manufacturing Plant located in Fayetteville, IL (St. Louis-area). Qualified candidates must have experience with raw material procurement, inventory control and reporting, and product/process development of raw materials preferably in food processing or other manufacturing industry.

Essential Duties and Responsibilities:

1. Raw Material Procurement:

- Analyze the economics of purchase decisions.
- Develop, lead, and execute purchasing strategies.
- Proven track record with sourcing and supplier management.
- Forecast and report on price and market trends.
- Manage purchasing activities of raw meat, ingredients, packaging, and ancillary supplies.
- Manage changes in classes of items as needed by operations, quality, and research and development.
- Familiarity with quantities and formulations of raw materials.
- Upon receipt, ensure that all purchased items align with manufacturer specifications.
- Reconcile purchase orders with vendor invoices.
- Analyze and handle complex purchasing issues.
- Track and report on resolution of supplier and/or customer complaints.
- Manage supplier relations with integrity and professionalism.

2. Inventory Control and Reporting:

- Track raw material quantities and values
- Conduct physical count of inventory as needed
- Produce inventory reports as needed
- Execute common accounting procedures in inventory management and reporting
- Understand how purchasing and inventory integrate into financial systems

3. Product and Process development of raw materials:

- Follow PPD procedure to approve new raw materials

- Report to Director of Supply Chain and Director of Operations on raw material development projects
- Identify and present cost savings opportunities with raw materials

4. Knowledge, Skills & Experience:

- Understand how purchasing activities affect finished product qualities.
 - 3 years of experience preferably in the Food Industry and/or Manufacturing.
 - Bachelor's Degree in Business Administration preferred.
 - Familiarity with food safety standards and regulations – HACCP, FDA, GFSI, SQF.
 - Ability to work in manufacturing environment.
 - Strong Communication and negotiation skills.
 - Teamwork oriented.
 - Experience with managing people.
 - Must have ability to adapt to a rapidly changing business environment.
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