

SNACKWERKS OF MICHIGAN EMPLOYEE JOB DESCRIPTION



Employee Name _____ Supervisor Michael Hughes

Date Completed _____ Work Location 180 E Goodale Ave, Battle Creek MI 49037

Title Purchasing Manager Department Operations

FLSA Status Salaried X Hourly _____ Position Status X FT PT

Please send Resume and Cover letter to Michael@jpgresources.com

Company Conformance Statements

In the performance of their respective tasks and duties all employees are expected to conform to the following:

Perform quality work within deadlines with or without direct supervision.

Interact professionally with other employees, customers and suppliers.

Work effectively as a team contributor on all assignments.

Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

Position Purpose

Procure and contract all materials, ingredients, office supplies, equipment and services required for functioning of business.

Responsibilities/Duties/Functions/Tasks

Budget- costing of all materials for annual purchase price

Variance- track all cost variances on monthly basis

Inventory Management- increase turns of inventory

Demand Planning- set safety stock levels and track consumption of material. Anticipate and track growth with help of Sales Forecast.

Cost Analysis-track benchmark publications, currency markets and open commodity exchanges
New Item and Business development- support Executive Management and Sales in developing and planning new customers and new items.

Finance- support finance on new item costing, notification when markets rise and company is not covered by contract. Negotiate more favorable terms with supply base as business grows.

Regulatory and QA- support regulatory and QA requirements

Supply base development – reduce # of suppliers, increase quality, improve lead-time and obtain documentation required. Develop a “continuous improvement” process. Limit inspection needed and damage in transit, handle returns, and mediate all business disputes within authority.

Savings projects- propose and implement projects to improve company profitability with total overall cost in mind.

Qualifications/Skills

College Bachelorette degree from accredited University or College

3-5 years of Management experience in purchasing capacity

Demand planning and MRP systems experience

Microsoft and Apple systems competency (Word, Excel, and Power point)

High-level Negotiating ability

High-level Communication abilities

Supplier assessment abilities

Cost Analysis abilities

High-level Mathematical abilities (Algebraic)

Ethical and Moral standards in keeping a safe professional distance with Suppliers

Seasoned ability to deal with high energy individual both internally and externally

Good Credit history and no criminal background

Submit to background check and Drug test

Work Requirements

Light Lifting of Supplies

Excellent Organizational Skills as involves systems and work load

Ability to work overtime

Ability to keep calm demeanor in challenging situations

Consistent honesty and integrity in dealing with customers both internally and externally

Refusal of any gifts, meals or gratuities over company set limits (policy to be established)

Any outside meetings are to be handled with highest moral standards in mind

Company confidentiality is to be observed at all times

Employee Acknowledgement_____

Date_____

Supervisor's Signature _____

Date_____

The above statements are intended to describe the general nature and level of work being performed for this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.