



## Job Description

### **Buyer**

#### About Us

naturSource is a leader in the Canadian snack food industry! We are a privately held company with decades of experience manufacturing high quality snacks. We offer competitive pay and a great benefits package. We are a forward-thinking operation with expansion on the horizon, so someone who is willing to grow with our organization will be a perfect fit.

The ideal candidate is a product-savvy professional who has experience buying or selling commodities, is a shrewd negotiator, and who can institute innovative policies to cut costs and improve our product quality. We are looking for someone who can build and maintain excellent relationships with existing suppliers while sourcing new suppliers who can meet our needs efficiently.

#### In your role, you will:

- Secure our supply chain by strengthening existing relationships and creating new connections for innovation and backup suppliers
- Oversee the sourcing, negotiation and pricing of all consumable materials at naturSource to provide an uninterrupted flow of high-quality supplies at the best possible price
  - Consumable materials include (but are not limited to)
    - ✓ Dried fruits, nuts, seeds and grains
    - ✓ Packaging materials
    - ✓ Boxes
    - ✓ Other consumable materials i.e. (gloves, cleaning supplies & chemicals, testing equipment and supplies)
- Negotiate volume discounts and contract pricing, terms and delivery schedules
- Visit new and existing suppliers to perform quality inspections and establish long-term relationships
- Attend industry trade shows to source new suppliers for key materials
- Develop and implement purchasing policies and procedures
- Collect and report on key metrics
- Set the strategy & supervise the day to day purchasing operations / supplier interactions and cooperate with other departments on purchasing related tasks
- Address issues with suppliers (quality issues, negotiate discounts when possible, etc.)
- Provide raw material forecast pricing to finance for costing purposes
- Build a culture of long-term savings on purchasing costs without compromising supply assurance and quality

- Other duties as required

### **Skills/Qualifications**

- High level of Integrity
- Minimum completion of bachelor's Degree preferred in Business, Finance, or Supply Chain
- Minimum 4 years of experience in buying or selling commodities (agricultural preferred)
- Strong business acumen and ability to analyze data, understands profitability
- Enthusiastic, self-motivated leader with world-class negotiation skills
- Highly results driven
- Strong problem-solving skills, including active listening, identifying the issue, and driving solutions
- Adept with Microsoft Office and technology
- Knowledge of Quality Control / Quality Assurance systems
- Demonstrated ability to establish cross-functional, collaborative relationships
- Detail oriented individual with a strong ability to multi-task
- Strong communication skills, interpersonal and intercultural sensitivity with the ability to work with suppliers across the globe
- 50% travel will be required