



POSITION DESCRIPTION

JOB TITLE: Director, Procurement

DEPARTMENT: Supply Chain

REPORTING TO: VP, Operations

SUMMARY

Our Director, Procurement is a key position responsible for daily leadership and direction in the Procurement team that will support the high growth initiatives of the business. This role will work closely with the VP, Operations and Director, Supply Chain and will oversee the Planning and Procurement functions. Coupled with a wealth of strategic procurement experience and expert negotiation skills, this role is required to have strong interpersonal skills to provide leadership to vendors, internal stakeholders and ultimately our customers and consumers.

DUTIES AND RESPONSIBILITIES

- Work with the VP to provide input for our strategic direction for long-term procurement objectives that are aligned with business goals.
- Lead the daily operations of procurement and purchasing
- Lead the team to execute the Procurement Strategic Roadmap with focus on people, processes and systems
- Lead vendor and pricing negotiations
- Establish long-term and strategic procurement planning
- Develop and implement strategic sourcing and purchasing plans to reduce costs and increase supply chain efficiencies
- Identify and build strategic partnerships with vendors to develop best partnerships in the industry, including ensuring secondary suppliers are in place
- Develop or refine sourcing initiatives to align to long-term business objectives
- Lead and manage organizational change and utilize strategic planning and change management skills to implement and sustain change efforts
- Strong relationship building with internal and external stakeholders, vendors and suppliers
- Drive procurement capability building through coaching, mentoring and development plans to educate our team
- Promote a culture of high performance and continuous improvement that values a commitment to quality.
- Provide ongoing feedback and create performance improvement plans to identify training opportunities for team members.
- Establish a framework to support fact-based decision-making and a culture for delivering results.
- Foster collaboration and a team-based decision-making culture as well as strategic alignment with Sales, Marketing, Finance and R&D.
- Additional duties may be assigned to support other procurement projects or team members, or duties may be changed to meet business needs.

EDUCATION AND EXPERIENCE

- At least ten (10) years' experience in progressive procurement and sourcing, ideally in a high growth environment
- At least five (5) years' experience in consumer packaged goods, preferably perishable food
- Education in business administration, finance or related field
- Procurement accreditation (ie. CPM, CPP, SPSM, CIPS)
- Strong working knowledge of ERP systems (Syspro) and Microsoft Applications.
- A proven history of collaborative supply chain leadership
- Supply Chain financial acumen
- Excellent communication skills
- Exceptional attention to detail
- Able to work autonomously in high pressure environments.

RELATED SKILLS, KNOWLEDGE AND ABILITIES

- High level of proven negotiation skills
- Ability to work on complex issues that involve a high degree of independent judgement
- Strong leadership skills.
- Proven ability to manage multiple team projects and deliverables.
- Strong organizational and time-management skills.
- Demonstrated strong analytical and problem solving skills.
- Ability to prioritize under the pressure of tight deadlines.
- Excellent communication skills, both verbal and written
- Able to persuade and positively influence at all levels of the organization.

HOW TO APPLY

Please submit your application to hr@daiyafoods.com with “**Director, Procurement**” on the subject line.