



POSITION DESCRIPTION

JOB TITLE:	Purchasing Manager
DEPARTMENT:	Supply Chain
REPORTING TO:	Senior Manager, Procurement

Welcome to the unexpected delight of plant-based exploration! We're the creators of a revolutionary cheese alternative that tastes, shreds, melts and stretches like traditional cheese. Today, as plant-based food grows in popularity, that spirit of innovation continues to inspire our team.

We believe in pioneering plant-based breakthroughs that delight people and planet. Our portfolio of great tasting food provides an opportunity for everyone to gather around the table, whether you have food allergies, are flexitarian, vegan, vegetarian, or just plant-based curious!

We're one big family of food-loving Daiyans, and we're always on the lookout for people who share our passion, our vision, and our ability to make each other smile.

SUMMARY

Our Purchasing Manager is responsible for leading and executing procurement strategies. This role is key in managing and overseeing day to day purchasing tasks (replenishments), inventory and cost management. Purchasing Manager is responsible for supply continuity to support Production in house as well as at Co-Manufacturers locations, in addition to managing and coaching team of Buyers. The role also supports Innovation projects as well as Operations/Continuous Improvement initiatives. This role connects and will work collaboratively across all departments such as Operations, Finance, R&D, QA and Regulatory.

DUTIES AND RESPONSIBILITIES

- Lead and execute Procurement strategies
- Tracking and reporting Purchasing KPIs
- Create and implement Purchasing Policies and Procedures
- Manage all raw materials supply (ingredients & packaging) to support Production Plans
 - Procuring & contracting approved materials
 - Manage and analyze MRP tools
 - Monitor inventory levels across all items to maintain optimum supply
- Monitor and anticipate demand changes to communicate forecast with suppliers
- Manage ordering process of approved raw materials & packaging needed for production
- Manage performance of key suppliers based on vendor performance score results
- Assess, manage and mitigate risks
 - Making recommendations to stakeholders when and in what quantities materials should be purchased, based on market conditions
 - Advising stakeholders of any changes in prices and/or of restrictions on materials which would prohibit purchase and limiting supply
- Effectively manage the cost of materials purchased by:
 - Negotiate key contracts and strategic ingredients
 - Perform cost & scenario analysis
 - Cost Savings Initiatives
- Keep current with the latest market developments.
- Carry out other duties as required.

EDUCATION AND EXPERIENCE

- Post-secondary education in Operations or Administration.
- Strong administrative, mathematical, and communication skills
- Minimum of 3 years purchasing experience and 1-year supervisory experience. Preference will be given to candidates with prior experience in a food manufacturing setting.
- Knowledge of ERP & MRP principles and applications desirable.

RELATED SKILLS, KNOWLEDGE AND ABILITIES

- Must have demonstrated skills in purchasing and operations in the food industry
- Strong interpersonal skills; able to work independently, supervise other and work as a part of a team.
- Experience training, supervising and coaching others.
- Ability to handle multiple projects in a fast-paced environment.
- Demonstrated analytical, problem solving and decision-making abilities.
- Strong negotiation skills.
- Ability to prioritize under the pressure of tight deadlines.
- Able to deal tactfully and efficiently with all inquiries.
- Strong organizational and time-management skills.
- Strong English written and oral communication skills.
- Strong working knowledge of software applications such as Syspro, Excel, Word, PowerPoint, Outlook

BENEFITS

- Competitive compensation
- Extended Health benefits fully paid by Daiya for your family
- 3 weeks' vacation
- RRSP matching your retirement contributions
- Annual personal health and wellness fund
- Fun and creative environment
- Inspiring and innovative work
- Smart and passionate teams
- Making people and the planet a healthier place

HOW TO APPLY

Please submit your application to careers@daiyafoods.com with "Purchasing Manager" on the subject line.