

## Vendor Buyer/Toll Processing

Updated 9.12.18

**REPORTS TO:** Crop Production Lead

**POSITION DESCRIPTION:** Under the limited supervision of the Crop Production Lead, the Vendor Buyer will be responsible for procuring identified commodities from partner facilities and using partner facilities to toll process product, while meeting customer requirements and analyzing food safety risk.

### **JOB DUTIES:**

- Purchase traded and plant needed product from partner facilities based on incoming specification and customer needs by ensuring the completion of purchase orders.
- Ensure outgoing product from partner facilities are purchased from approved vendors only.
- Understand each ingredient managed and communicate those to company personnel.
- Hold partner facilities accountable to food safety standards required by company and customers.
- Work with sales and partner facilities to keep up to date specs. on file and procure product based upon specification.
- Work with vendors on shipping schedules to meet customer needs.
- Provide written reports to supervisor and other company personnel as requested.
- Ensure back up sources are in place for supply needs.
- Communicate with logistics department the requirements of each product.
- Communicate with Sales, Logistics and Purchasing on results of products and shipments.
- Working with rest of purchasing team to coordinate individual product processing.
- When necessary identify and procure customer samples for sales team.
- Work with sales to develop a strategy to grow customer base and supply base of traded product.
- When necessary communicate directly with customer to resolve quality or COA issues.
- Review contract balances and communicate instances of risk.
- Communicate and create written reports as requested.
- Negotiate contracts as required.
- Maintain records as needed.

### **REQUIRED SKILLS or KNOWLEDGE:**

- Knowledge of grain products and testing methods.
- Ability to multi task and be organized.
- Ability to make decisions.
- Team player with the ability to work well with others.
- Self-motivated.
- Willing to travel.