

POSITION TITLE:	Crop Production Specialist (Buyer)	Date Reviewed:	4/15/2019
REPORTS TO:	Procurement Manager	Date Approved:	4/15/2019
DEPARTMENT:	Procurement	Revision #:	1
TYPE OF POSTION:	Full-time		
LOCATION OFFICED:	Watertown, SD or Fargo, ND		

POSITION DESCRIPTION: This individual will work under the supervision of the Procurement Manager. They will be responsible for procuring identified specialty non-GMO and organic crops from growers and vendors to meet our customers' needs.

RESPONSIBILITES AND DUTIES:

- Developing relationships with growers/vendors of assigned products
- Understanding the complexity of each crop assigned (i.e. growing conditions, planting dates, harvest dates, cost of product, market analysis and trend of each product, etc.)
- Face-to-face and farm visitation with contract growers/vendors
- Attending domestic trade shows
- Providing timely pricing to sales personnel of assigned portfolio
- Providing written reports to supervisor and other HFI personnel as requested
- Working across other internal departments including Logistics, HFI Facilities, Accounting, Sales, and Quality
- Monthly inventory review
- Forward contracting and spot purchasing
- Contract negotiation and management
- Working with other purchasing and crop production team members' portfolios when necessary or as a back-up
- Maintain positions for assigned products
- Maintain other records as needed

QUALIFICATIONS:

- Well organized with an attention to detail
- Excellent written and verbal skills
- Must be able to work in a team environment
- Experience in specialty crops and grain procurement
- Willing to travel within North America
- Ability to make decisions
- Self-starter

BACK UP: Crop Production Specialist Team

Name:		Date:	
Signature:			
Manager Name:		Date:	
Signature:			