

<b>POSITION TITLE:</b>	Crop/Vendor Procurement	<b>Tier:</b>	
<b>REPORTS TO:</b>	Procurement and Operations Director	<b>Date Reviewed:</b>	4/26/2024
<b>DEPARTMENT:</b>	Procurement	<b>Date Approved:</b>	4/26/2024
<b>TYPE OF POSITION:</b>	Full-Time/Non-Exempt	<b>Revision #:</b>	5
<b>OFFICE LOCATION</b>	Watertown, SD or Fargo, ND		

**POSITION DESCRIPTION:**

This position works under the supervision of the Farm Sourcing Lead and Procurement and Operations Director. Crop/Vendor Procurement will be responsible for procuring identified specialty non-GMO and organic crops from growers and vendors to meet our customers’ needs.

**RESPONSIBILITIES AND DUTIES:**

- Develop relationships with growers/vendors of assigned products.
- Understand complexity of each crop assigned (i.e., growing conditions, planting dates, harvest dates, cost of the product, market analysis and trend of each product, etc.)
- Conduct face-to-face and farm visitation with contract growers/vendors.
- Attend domestic trade shows.
- Provide timely pricing to sales personnel of assigned portfolio.
- Provide written reports to the supervisor and other HFI personnel as requested.
- Work across other internal departments including Logistics, HFI Facilities, Accounting, Sales, and Quality
- Perform monthly inventory review.
- Manage forward contracting and spot purchasing.
- Negotiate and manage contracts.
- Work with other purchasing and crop production team members’ portfolios when necessary or as back-up.
- Maintain positions for assigned products.
- Maintain other records as needed.

**QUALIFICATIONS:**

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

**BACK UP:**

- Farm Sourcing Lead

<b>Name:</b>		<b>Date:</b>	
<b>Signature:</b>			
<b>Manager Name:</b>		<b>Date:</b>	
<b>Signature:</b>			