



<b>Job title</b>	Purchasing/Buyer
<b>Reports to</b>	VP of Supply Chain

### **Position Summary**

#### **Summary/Objectives:**

You're obsessed with manufacturing supply chains and passionate about ensuring excellence with material that is on-time, to specification, and at a price that is collectively good for the supply chain. You drive excellence with your desire to measure performance, drive improvement, and are skilled at developing a supply chain that equally values excellence.

You are a high potential individual with strong leadership presence and the capability to advance in your career. You are highly attuned to supply chain resiliency and are constantly reevaluating strengths and weaknesses and finding great competitive supply chain Partners that can be relied upon to get it done.

You value Partnerships and invest time in their development. You are highly selective and understand that our reputation and future is built on finding partners that want to be part of the family, can deliver "quality," and long-term advantages in synergy for all stakeholders. You can effectively evaluate a supplier from financial stability, operational capabilities, and assess their quality mindset.

You love to find the best path that is advantageous for all parties developing long term win/win relationships. You like to spend wisely managing the balance of save now / pay later and understand that it is not just about the piece price, but finding the best balance of total supply chain costs

### **Duties and Responsibilities**

#### **You have a strong skillset in external supply chain management, which includes:**

- Deep Purchasing Supply Chain experience in commodities (Dairy, egg, ingredients, variegates, inclusions, packaging) Skilled in Program Launch as it applies to production and logistics
- Ability to execute short- and long-term supply chain goals in quality, delivery, and cost
- Skilled negotiator, contract developer, and relationship builder
- Ability to leverage relationships and the supply chain achieving win/win solutions
- Understand the business needs and skilled at extracting the best value to meet those needs



- Data based investigation and problem solving – preference will be given to those with strong analytical skills and Excel proficiency
- Innovative solutions to tough problems delivering superior results by collaboration, inclusivity with all stakeholders
- Excellent supply chain development skills to achieve Supply Chain excellence
- Strong written and oral communication skills to communicate ideas and expectations
- Enjoy pressure and an agile fast-moving business environment
- Like structure, but excel at variety and can rapidly pivot
- Mentoring and developing Buyers and supply chain team members

#### **Purchasing/Buyer Daily Responsibilities**

- As a Purchasing/Buyer, you will work across the organization to ensure successful product sourcing and new product strategies
- Maintain integrated processes between R&D, Quality, and Operations to ensure supply capabilities meet quality, delivery, and cost targets
- Finding, evaluating, and developing a capable and diverse supply base
- Own certain commodities and act as a source of information for the Leadership team on risks and identify opportunities to mitigate that risk
- Coordinate with existing supply base Partners providing forecasts and ensuring capacities and quality expectations can be achieved
- Communicating Purchase Orders to ensure Customer satisfaction
- Monitoring delivery conditions and coordinating with the supply base to ensure on time delivery
- Maintaining the necessary documents, systems, and controls to achieve trust and accuracy of information to the supply base.
- Identify and improve systems to achieve supply chain excellence
- Perform supplier improvement projects and ensure successful improvements
- Looking for opportunities to improve and leverage the relationship to achieve best landed costs
- Learning and staying up to date by attending trade shows, conferences, and reading

#### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.



## **Qualifications**

### **Purchasing/Buyer qualifications include**

- Bachelor's degree in Supply Chain, Business, or Engineering and 7-10 years of related and demonstrated experience and training required
- 5-7 years' experience in Purchasing and Supply Chain functions in medium to large sized enterprises
- Organized, accurate, detail-oriented, ability to multi-task, and balance multiple priorities
- Team player with a positive attitude and a focus on learning with a continuous improvement mindset
- Advanced Excel user and strong overall systems knowledge (Such as ERP, PowerBI, SQL, and Salesforce). Experience with a warehouse management system is a plus.

## **Benefits**

- Competitive Salary
- 401K with a generous match
- Vacation
- Insurance (Health, Dental, Vision, Disability, Life)
- Bonus Plan
- Unique Wellness Incentives

## **Why Hudsonville Ice Cream?**

Here at Hudsonville, we offer a first-class work environment with a real family feel. We appreciate and recognize the hard work, and dedication of our team members. We firmly believe that our employees fiscal, physical, and mental health are essential elements to our organization's overall success. It is with this philosophy in mind that we offer a competitive wage and benefits package that starts day one. Moreover, Hudsonville is committed to its team members continual growth and development.