



J&K INGREDIENTS, LLC

Job Description

Job Title: Procurement Assistant Buyer	Reports to: Director of Procurement	
Department: Procurement	Status: Full-time	Direct Reports: 0
Prepared By: Kristin Aiello	Date:	FLSA:

Job Summary: The Procurement Assistant Buyer will be responsible for working in a cross-functional execution team to manage internal/external stakeholders and directly assist with deliverables in a growing work environment.

Essential Functions/Primary Responsibilities: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

- Collaborate with internal teams to determine needs for materials, products, and services.
- Prepare purchase orders for approval; place and monitor purchase orders with vendors.
- Responsible for sourcing and quoting products to meet production needs.
- Responsible for checking invoices for accuracy, and authorizes AP to issue payment.
- Review and analyze inventory data.
- Coordinate logistics for LTL and FTL shipments with material vendors and logistics providers.
- Provide purchasing planning and control information by collecting, analyzing and summarizing data and trends as requested.
- Locate and qualify competent and reliable suppliers, inclusive of due diligence and onboarding.
- Select vendors for bidding, coordinate bid solicitation process, analyze bids received as well as historical pricing.
- Identifying and realizing opportunities for cost reduction.
- Implement company policies and procedures in obtaining and maintaining supplier/raw material documentation.
- Attention to detail and strong follow through; able to establish priorities and manage multiple tasks simultaneously with innovative problem-solving and decision-making abilities.
- Ensure confidentiality is maintained regarding sensitive documents.
- Follow established record retention guidelines.
- Proposes process improvements for the department/company.
- Performs the job while adhering to all company policies and procedures.
- Performs other duties as necessary or assigned.

Essential Qualifications: *The requirements listed below are representative of the competencies (minimum knowledge, skill, and ability) required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

Education/Certification/Licensing:

- Bachelor's Degree in Supply Chain, Business or a related field required. Will accept work equivalency.

- Minimum of three years of directly related vendor management and compliance required.

Required Experience/Skills:

- Strong proficiency using MS Suite (i.e., Outlook, Excel, Word, etc.)
- Strong communication and problem-solving skills
- Strong organizational skills
- Ability to maintain/handle confidential information
- Must be detail oriented
- Must be self-motivated and work successfully as part of a team

Physical Demands/Work Environment (*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*)

Works near moving mechanical parts in a warehouse environment. Personal Protective Equipment (PPE) as defined by J&K Ingredients, will be provided.

- LIFTING:** Use of upper body and back muscles to lift totes or boxes with a weight of up to 55lbs on a regular basis.
- STOOPING:** Bending downward and forward at the waist. Requires full use of lower extremities and back muscles.
- KNEELING:** Resting on knee or knees.
- CROUCHING:** Bending downward and forward at the leg and spine.
- REACHING:** Extending hand(s) and arm(s) in any direction.
- STANDING:** For extended periods of time.
- FINGER DEXTERITY:** Using primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers together.
- GRASPING:** Using fingers and palm on an object.
- TALKING:** Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.
- HEARING:** Able to hear average or normal conversations and receive ordinary information.
- REPETITIVE MOTIONS:** Movements frequently and regularly required using the wrists, hands, and fingers.
- VISUAL ABILITIES:** Average, ordinary, visual acuity necessary to prepare or inspect documents or products, or operate machinery.
- PHYSICAL STRENGTH:** Medium work; exerts up to 50 lbs. force regularly.

Intent and Function of Job Descriptions

Job Descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of an effective compensation program.

In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job Descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer