

Holy Childhood

**DBA
SPECIAL TOUCH BAKERY, INC.
-VACANCY NOTICE-**

POSTING PERIOD: August 01, 2017 – August 15, 2017

Applications are being accepted for the position listed below during the Posting Period and beyond if not filled within 2 weeks of the end of the posting date.

TITLE: Purchasing Agent
WHEN: Immediately
HOURS: Full Time/Non-Exempt

DESCRIPTION: Under the supervision of the Operations Director and in cooperation with the Bakery Manager, is responsible for the planning and purchasing of materials for the efficient running of the bakery.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Purchase the highest quality merchandise at the lowest possible price and in correct amounts.
- Prepare purchase orders, solicit bid proposals and review requisitions for goods and services.
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history.
- Analyze price proposals, financial reports, and other data and information to determine reasonable prices.
- Monitor and follow applicable laws and regulations.
- Negotiate, or renegotiate, and administer contracts with suppliers, vendors, and other representatives.
- Monitor shipments to ensure that goods come in on time, and in the event of problems trace shipments and follow up undelivered goods.
- Confer with staff, users, and vendors to discuss defective or unacceptable goods or services and determine corrective action.
- Evaluate and monitor contract performance to ensure compliance with contractual obligations and to determine need for changes.
- Study sales records and inventory levels of current stock to develop strategic purchasing programs that facilitate employee access to supplies.
- Write and review product specifications, maintaining a working technical knowledge of the goods or services to be purchased.
- Monitor changes affecting supply and demand, tracking market conditions, price trends, or futures markets.
- Attend meetings, trade shows, conferences, conventions and seminars to network with people in other purchasing departments.
- Develop Vendor approval program to ensure vendors are compliant with food safety regulatory requirements.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Candidates for this position will have the ability to demonstrate and provide examples of: continuous personal development and improvement; a "Person First" focused attitude; excellent communication skills (verbal and written); problem solving skills, strong organizational skills and the ability to effectively manage multiple tasks/projects. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree is preferred. Three to five (3-5) years of procurement/purchasing experience. Must have the proven ability to work as part of a team of professionals. Proven track record of understanding regulatory mandates; assessing and mitigating risk; developing protocols for the above.

EQUAL OPPORTUNITY EMPLOYER

Special Touch Bakery is committed to the principles of Equal Employment Opportunity and to making employment decisions based on merit and value. We are committed to complying with all federal, state,

and local laws regarding Equal Employment Opportunities, as well as all laws related to terms and conditions of employment. We desire to maintain a work environment which is free of harassment or discrimination because of sex, race, religion, color, national origin, physical or mental disability, marital status, age, or any other status protected by federal, state or local laws. Additionally, the Organization will make every reasonable effort to accommodate those physical or mental limitations of an otherwise qualified employee, unless undue hardship would result for the Organization.

Please send cover letters with salary requirement and resumes to:
Employment@holychildhood.org