



Position Specification

Consumer Products and Food Services Company Vice President Purchasing

The Company

Our client, a privately held company over 150 years old, is a premier consumer products and foodservice company. The Company operates four plants in the southern region of the United States: two in Texas, one in Tennessee and one in South Carolina. Two of the plants produce flour and value added mixes, one produces frozen grain based products only, and one produces frozen and dry mix products. The Company sells and distributes flour, cornmeal, value added dry mixes such as biscuit and baking mixes, gravy mixes, flour and corn tortilla mixes, cornbread mixes, muffin mixes, cake mixes, cheese and sauce mixes and other by-products.

The Position

Location

A major southwestern city in the United States

Reporting Relationships

The Vice President, Purchasing reports to the Chef Executive Officer. This person will provide broad purchasing policy direction to plant purchasing personnel and maintain a close working relationship with plant Operations Directors and General Managers at the international operations.

Position Summary

The Vice President, Purchasing is responsible for formulating, implementing and monitoring adherence to Corporate-wide purchasing, raw materials and packaging inventory policies, strategies, and procedures. In addition, the Vice President manages the commodity purchasing program for the Corporation and oversees the local purchasing activities of the operating plants. This position is also responsible for supporting purchasing activities at the Company's international operations.

Specific Duties and Responsibilities

- Take the lead in formulating and implementing fundamental purchasing policies and procedures consistent with the Corporate strategy approved by the CEO, covering such matters as:
 - Vendor selection
 - Economic order quantities
 - Raw material specifications (as approved by Technical Services)
 - Packaging specifications
 - Standard contract requirements
 - Payment terms and conditions
 - Transportation and warehousing arrangements for raw materials and packaging Inventory





- Manage the commodity program for the Corporation, including acquiring futures, as well as options and hedges, selecting vendors, and negotiating contracts, consistent with corporate purchasing strategies.
- Retain and direct any outside consultants used to assist in managing the commodity program.
- Consult with operating plant management to ensure that corporate purchasing activities support the business requirements of the operating companies.
- Assist operating plant purchasing personnel in negotiating local purchasing contracts.
- Consult with the Vice President of Quality, R&D Director, and operating plant management on the standardization of product formulations, ingredients, and packaging to minimize product costs consistent with marketing and customer requirements.
- Monitor raw material and packaging inventory levels and advise on options for reducing levels, while guaranteeing assured supply.
- Consult with plant Operations Directors on production scheduling and other manufacturing procedures that affect purchasing and raw materials and packaging inventory activities.
- Consult with the Director of Information Services to ensure that purchasing and raw materials and packaging inventory programs and databases meet the needs of the plants, and in a cost-effective manner.
- Advise plant Operations Directors on warehousing and transportation requirements for inbound commodity raw materials and proposed changes to these arrangements, as appropriate.
- Approve co-packers to meet specific customer, marketing product needs.
- Maintain personal knowledge of:
 - Commodity market trends and forecasts
 - Competitive activities in purchasing
 - Governmental rules and regulations relevant to purchasing
 - Marketing plans and objectives, and actual performance against plan
 - Operations plans and objectives, and actual performance against plan.

The Candidate

Education

Bachelor's degree is required. An advanced degree would be a plus, but is not a pre-requisite for candidacy.

Professional Qualifications

- At least ten years of related experience is required, five of which include broad based management of the purchasing function and staff.
- Successful contract negotiation and expense management skills.





Knowledge/Skills

- Broad based purchasing and procurement knowledge within a commodity based manufacturing environment is essential. Proven experience managing the purchasing process from a strategic perspective with direct insight into the volatile commodities sector.

Abilities

- Ability to work effectively with diverse groups of associates and ranging from entry level to executive level positions, from highly technical to non-technical personnel.
- Ability to effectively manage large projects and obtain support and buy-in from key user functions over which there is no direct reporting authority.
- Ability to understand key business issues and identify/implement market and operational solutions to support the business.
- Ability to manage multiple tasks, often with competing deadlines.
- Proficient use of computer and related software.
- Strong management skills with the ability to grow and mentor staff.
- Ability to travel

Supervisory Responsibilities

- Work requires management and oversight of the corporate and plant procurement staffs for all locations.

Expectations

- Will demonstrate, promote and exemplify the Company's Core Values in People, Quality and Growth.

To learn more about this opportunity or provide a confidential referral, please contact:

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Reference Code: VP-Purchasing_101-07_PPI

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