

JOB DESCRIPTION

JOB TITLE: Ingredient Buyer

DEPARTMENT: Nutrify

JOB RELATIONSHIPS: Supervised by: Ingredient Team Leader
Supervises: None

POSITION SUMMARY:

The Ingredient Buyer is responsible for buying high quality feedstock at the best market price. Responsibilities include but aren't limited to procurement (negotiation & purchasing) and contract management (PO/Supplier contract reconciliation, negotiating/correcting inaccuracies on receipts/invoices) for bulk ingredients. This individual must ensure that procurement transactions maximize returns for Nutrify and for its feed customers, while following company and customer risk management strategies. The Ingredient Buyer will ensure that Wenger Feed Mill locations have adequate inventory.

ESSENTIAL JOB FUNCTIONS:

- Purchase bulk ingredients with cost savings to prevailing market that increase customer profitability and retention.
- Establish and negotiate pricing for protein by-products, grain by-products, and other misc. feed ingredients.
- Communicate daily with the Dispatch and Ingredient Team Leader to ensure material is on hand to eliminate mill downtime. This position must own the ingredient/inventory shift process at the location level, directing the DITL to establish trucking as needed as determined by the Ingredient Buyer.
- Support ingredient supplier analysis and risk assessment plans regarding quality and performance areas.
- Purchase ingredients according to product specifications; manage vendor quality through evaluations and audits; and for select customer service arrangements, manage customer inventory.
- Manage commodity inventories including direct ship and inventory purchases to ensure optimal profitability.
- Manage daily operations with customers, brokers, and suppliers.
- Develop and execute raw material strategies, monitor quality issues and administer corrective actions as needed.
- Provide training and development to others on team regarding all areas of job knowledge and skill.
- Maintain positive working relationships with each Wenger mill team
- Establish long-term relationships with suppliers and customers
- Develop an external sales effort in the future if needed.

QUALIFICATION NEEDED:

- Knowledge of supply-demand economics
- Ability to relate to needs of agri-business people
- Ability to negotiate favorable contracts
- Ability to develop mutual trust and satisfaction with vendors and customers
- Ability to maintain constructive, professional and team-oriented working relationships with both internal and external team members
- Solid organizational skills and attention to detail
- Strong communication skills, both verbal and written
- BS Degree in Ag Business or related degree preferred. Equivalent combinations of education and experience will be considered
- Experience in developing new business in both markets and customers
- Strong customer service commitment