



Jr. Buyer, Packaging

Location: Lancaster, NY

Reports to: Purchasing Manager

Meet Nutrablend Foods

Nutrablend Foods is one of the largest custom manufacturers of specialized health nutrition powder products in North America, powered by an experienced team with a passion to help customers hustle and thrive.

With over 20 years working with some of the top Sports Nutrition brands around the world, our experience supports our customers to formulate great-tasting products that meet or exceed consumer expectations. Our 108,000 ft² manufacturing facility is located in Lancaster, NY and provides our customers with confidence in our ability to meet delivery requirements and scale up volumes as their brands succeed.

All of this is made possible by our people.

Why Join the Team at Nutrablend Foods?

Our employees represent the best of what we do and their passion, dedication and commitment are the building blocks of our success. When you join the Nutrablend Foods team, you become part of our family. We offer a comprehensive group benefits program including medical, dental, vision, life, 401k and so much more.

Position Summary

Responsible for locating and maintaining the best sources of supply for the materials company needs; considering all aspects of the relationship with suppliers, including cost, quality, value and the ability to respond quickly to changing supply requirements. Goal to select suppliers that can act as long-term partners and help the company meet its growth objectives while maximizing value.

Responsibilities

Purchasing:

- Analyze and manage system data to optimize purchasing frequency, stock levels and deliveries
- Identify, establish and maintain strategic relationships with key suppliers
- Long term supply contract management to include RFPs and RFQ's
- Manage annual spend budgets and meet cost targets
- Conduct global and local market analysis and review market intelligence
- Issue PO's through the ERP system
- Review and verify past due PO reports and contact suppliers to address overdue PO's.
- Pro-actively communicate potential supply issues with Planning Team
- Interaction with vendors/ shipping companies/ government offices/ brokers/ both in person, or by phone, email, skype
- Supports and liaisons with all departments regularly
- Lead with vendor review and management process and scorecards (KPI)

Data Management:

- Maintain accurate sourcing data, ordering parameters, in the Road Runner system
- Perform PO and item master maintenance transactions in the ERP system.

Corporate Headquarters

32 Cherry Blossom Road
Cambridge, ON N3H 4R7

Manufacturing Facility

3805 Walden Avenue
Lancaster, NY 14086

1.833.282.6850

www.nutrablendfoods.com



- Maintain Bill of Materials data, create new material item numbers
- Maintain supplier files by keeping them complete and up to date.
- Maintain variety of electronic documents, files and records for the purpose of providing up-to-date reference and audit trail for compliance.

Qualifications

- Bachelor's degree in purchasing, supply chain or similar field
- CPM or SPSM Designation an asset
- 2-4 years of professional experience in purchasing
- 1-2 years of experience with PET and/or HDPE containers purchasing
- Skilled communicator and negotiator
- Team focused results driven
- Practical experience and knowledge working with ERP software and Microsoft office
- Able to work independently with minimal supervision

Ready to Join the Team?

Please send your resume to jobs@nutrablendfoods.com with a cover letter telling us why you're a great fit for the HR team at Nutrablend Foods. We look forward to hearing from you!