



Procurement Manager

Classification: Exempt

06.07.2024

Supervisor: Chief Financial Officer

Job Overview

2 Towns Vision:

We aspire to create craft beverages that are accessible to the people, utilizing the most advanced production standards and quality Northwest ingredients without being afraid to do things a little differently. Much like our product, 2 Towns as a company is fun, unique, and filled with energy. Our crew is what makes what we do possible, and we are committed to fostering an environment of fairness, empowerment, and security.

Job Summary:

The Procurement Manager plays a fundamental role in executing business and operations planning objectives concerning production, supply chain delivery, flexibility, quality, and costs. Efficient procurement directly influences the capability of 2 Towns Ciderhouse and the entire supply chain to respond effectively to marketplace demand. The Procurement Manager will oversee supplier-related activities while monitoring supplier performance, resolving performance-related issues, and ensuring compliance with company procedures and contract requirements. The Procurement Manager is responsible for developing and maintaining supplier relationships and administering contracts. In addition, the Procurement Manager will write and analyze requisitions, invoices, supply requests, and supply orders, track and monitor inventory and needs to determine when to order or purchase new items, negotiate with different suppliers for price, quality, timeliness, and other factors and expedite and liaise with suppliers to ensure timely delivery of goods. The Procurement Manager will manage the Operations Administrator by providing necessary training, establishing task priorities, scheduling and tracking work assignments, and administrative management tasks.

Essential Duties and Responsibilities

Inventory Management

- Work with the Material Resource Specialist to regularly analyze stock on hand versus projected future needs
- Work closely with supply chains to ensure inventory is stocked in a timely manner

Procurement

- Work with the Head Cidermaker and Management to maintain and establish a cost-saving strategy while ensuring quality goods are supplied to meet the needs of the company
- Execute and manage purchase orders throughout the product life cycle
- Provide updates to department managers regarding lead times for critical purchases
- Collaborate with department managers to ensure ordering deadlines are met
- Prepare and submit detailed reports based on records that are maintained and updated regularly throughout the procurement process
- Develop and manage relationships with suppliers
- Reconcile and approve for payment any invoices related to finalized shipments
- Keep management informed of progress and provide transaction updates, information on contract changes, and updates on shipments
- Work with potential new vendors and management to set up new or improve existing contracts

Supplier Management

- Oversee supplier-related activities and performance to ensure compliance
- Work with suppliers to resolve any issues that arise
- Continuously monitor the status of incoming shipments and confirm timely arrival

Department Management

- Provide leadership and daily strategic and creative direction
- Track and measure department performance goals
- Schedule and assign work to the Operations Administrator
- Track performance results and provide individual feedback
- Manage direct report(s) through hiring, performance management, and career development
- Approve direct report's time cards and PTO requests

Miscellaneous

- Represent 2 Towns Ciderhouse courteously, accurately, and enthusiastically
- Understand key procurement and inventory control concepts
- Participate in quarterly staff meetings and company-wide Cider Education events
- Represent 2 Towns Ciderhouse at the Annual Harvest Party
- Adhere to 2 Towns Ciderhouse safety policies and procedures at all times
- Observe and follow all policies described in the Employee Handbook
- Other duties as assigned

Desired Skills and Abilities

- Integrity
- Attention to detail
- Self-starter that can work in a fast-paced environment
- Time management
- Good written and verbal communication

- Task-oriented
- Problem solver
- Willingness to learn industry-specific compliance and procurement requirements
- Strong team player qualities
- Excellent organization and prioritization skills
- Willing and able to adjust to multiple demands, shifting priorities, and demonstrate flexibility
- Ability to work as a team member as well as independently
- Ability to maintain confidential information
- Must be able to work outside of normal work hours occasionally*

Required Minimum Qualifications and Experience

- Must be 21 or older
- Bachelor's Degree (or equivalent) **and** at least 2 years of equivalent work experience that provides the knowledge and skills necessary for performing tasks proficiently
- Proficiency with Google Suite and Microsoft Office suite of products, particularly Excel and Word
- Valid Driver's License and acceptable driving record
- Able to sit for long periods of time
- Able to lift 35lbs with own strength or move 50lbs using a hand truck

Physical Demands

The physical demands 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 essential functions.

While performing the duties of this job, the employee is frequently required to sit or stand (according to preference) for long periods of time while using a computer. A majority of the work is sedentary. Some tasks require lifting and moving boxes up to 35 lbs.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The majority of this position will operate in a professional office environment. This role routinely uses standard office equipment.

Compensation and Benefits

2 Towns Ciderhouse offers competitive wages that will be determined by experience and qualifications. Benefits for full-time staff include health/dental insurance, 401(k), Paid Time Off, profit-sharing bonus opportunities when applicable, 70% off product purchases, and a quarterly merchandise stipend.

EEOC Statement

Equal Employment Opportunity is a fundamental principle at 2 Towns Ciderhouse. Decisions regarding recruitment, hiring, compensation, benefits, and other conditions of employment are made without discrimination based on race, color, religion, sex, pregnancy, age, national origin, disability, genetic information, sexual orientation, gender identity, or any other protected characteristic as established by law.