

Senior Buyer Position.

Review 6.23.17

Position Summary.

The Senior Buyer negotiates vendor terms, prices and schedules delivery using knowledge of budget and schedule requirements. This position is responsible for the sourcing and purchasing of products with meat plants and other meat traders in compliance with product specifications, and coordinate with Sales team an effective execution of sales strategy and client support. Develop and maintain positive relationships with vendors and suppliers. Drive and support customer complaints with vendors. Incumbent will ensure targets of sales and profitability are met. Incumbent will have new vendor / supplier development responsibilities. This role will close liaise with Logistics, Sales, Documentation and Accounting functions. This position will be based in Miami, Florida and reports to the Vice President of Sales.

Key Accountabilities:

Key Accountability	Ranking	% Time
<p>1. Drive Purchasing and Sourcing activities to support Sales area. Negotiates vendor terms, prices and schedules delivery using knowledge of budget and schedule requirements. Responsible for driving and executing purchasing activities in compliance with mandated requirements and to support sales area achieve sales and profitability targets and goals while meeting and exceeding customer needs and expectations. Responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> • Ensure suppliers offers are communicated to the sales team. This position is responsible to receive feedback from sales department during all buy/sell cycle process. • Uses knowledge of material work planning and methods, processes and procedures to coordinate product deliveries. • Negotiates best vendor terms, pricing and delivery based on specific budget and schedule requirements. • Use company tools and infrastructure in a timely manner. Establish, communicate and coordinate objectives with Sales and Logistics for operating efficiency and profitability. • Develop positive relationships with vendors and suppliers. Retain and grow all supplier relationships. Identify opportunities. Support sales to meet and exceed client expectations. Nurture strong vendor relationships. Negotiate, or renegotiate, and administer contracts with suppliers, vendors, and other representatives. Evaluate and monitor contract performance to ensure compliance with contractual obligations and to determine need for changes. • Develop and implement purchasing plan to support sales targets. Accurately forecast volume and contribution on a monthly basis. Tracks weekly/monthly purchasing data KPI, purchasing activities and reports. • Provide effective after sales, quality and customer service support. Timely address and coordinate customer claims. Coordinate with sales timely responses to customer needs and requirements with appropriate solution. 	#1	50-60%

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<ul style="list-style-type: none"> Ensures supplier offers passed to sales team through the entire sales process until deals are finalized or dropped. Examines bids and makes awards. 		
<p>2. Anticipate and track market trends. Track and anticipate market trends and effectively communicate with Sales and other areas to establish strategies and identify opportunities to improve profitability and sales.</p>	#2	10-20%
<p>3. New vendor /supplier Development.</p> <ul style="list-style-type: none"> Actively identify and source prospective and reputable vendors and suppliers in strategic growth areas. Develop and make appropriate sourcing calls and coordinate with team and leader to develop new vendor relationships. Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history. 	#3	5-10%
<p>4. Other activities. Actively participate and engage in other company activities requested by leader, support other management activities and coordination, staff meetings, promotion activities, among others. Support company with special projects and workflow process improvements. Lead by and demonstrate company values.</p>	#4	5-10%

Required Qualifications

Technical requires:	Leadership Competencies:
<ul style="list-style-type: none"> Minimum: Associates Degree; Preferred: Bachelor's Degree 3-5 or more years of international purchasing experience and in similar positions or companies with high transaction volume. Experience required and knowledge of the protein market in Mexico, and/or Colombia or other LATAM markets. Understand relationships among meat cuts (pork, beef, chicken and turkey) with regards to pricing, availability and substitutions. Understand the differences and equivalences between US and Mexican meat cuts is required Computer literate and comprehensive knowledge of Microsoft Office applications and CRM. SAP Business One experience is a plus. Bilingual. Fluency in Spanish and English with excellent written and verbal skills is required. 	<ul style="list-style-type: none"> Proven negotiation skills. Excellent negotiation skills and with a passion for sales with drive, desire and the ability to succeed. Pro-active, results oriented and self-driven. Proven ability to drive and achieve timely results through effective prioritization and use of resources, systems and processes. Takes personal accountability for outcomes. Operate with a high sense of urgency and "Will-to-win" attitude. Strong Communication and Interpersonal skills. Effective and tactful in handling difficult or sensitive issues and in working, and communicating well with people from all levels, cultures and backgrounds. Teamwork and collaboration. Proven ability to work effectively and productively with others to meet objectives. Ability to contribute and support team decisions and collaborate respectfully and constructively.

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<ul style="list-style-type: none"> • General understanding of purchasing and logistics and documentation is a plus. • Flexibility in time and schedule. • Ability to travel 20%. • Demonstrated ability and experience to working in a dynamic environment, under pressure and with multiple interruptions while maintaining composure. 	<ul style="list-style-type: none"> • Excellent planning and project management skills. Demonstrated ability to identify and oversee all resources, tasks, systems and people to obtain results. Disciplined team player in regards to policy, procedure and standards. Resilient and self-confident with “can-do” orientation. • Demonstrated an ability to connect the dots and see the big picture. Strong ability to organizing and influencing people to believe in a vision while creating opportunities and a sense of purpose and direction. • Customer Focus. Excellent customer service skills. Ability to anticipate, meet and exceed customer expectations.
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Key Contacts:

<p>Internal:</p> <ul style="list-style-type: none"> • Managing Partners. • Sales Manager • Other International Sales Executives • Logistics and documentation areas. • Accounting Department. 	<p>External:</p> <ul style="list-style-type: none"> • Vendors and Suppliers • Clients and prospects. • Transport Companies.
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Measures of Success - How will the role be measured: *[Targets and measurements to be defined in annual goals and objectives]*

- Purchasing volume and profitability targets aligned with Sales Strategy.
- New vendors and Product Development metrics. Supplier diversification metrics.
- No Customer complaints around delivery, timeliness or quality.
- A/P days.
- Feedback from employees and management is positive and constructive.
- Sales Management Process (e.g. CRM, Reports, Other key info) is timely and accurate.
- Execution of role reflects a healthy operation of the business, it is absent of avoidable disruption or unnecessary costs to the business and/or generates material savings or efficiencies.

Salary and benefits commensurate with experience.

We are an equal opportunity employer. Minority/Female/Disabled/Veteran

Except where prohibited by state law, all offers of employment are conditioned upon successfully passing a drug test and background check.