



**Position Summary.**

The purchasing agent 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 International Sales Manager.

**Key Accountabilities:**

<b>Key Accountability</b>	<b>Ranking</b>	<b>% Time</b>
<p><b>1. Drive Purchasing and Sourcing activities to support Sales area.</b> 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"><li>• Adhere to purchasing policies, processes and procedures.</li><li>• Uses knowledge of material work planning and methods, processes and procedures to coordinate product deliveries.</li><li>• Negotiates best vendor terms, pricing and delivery based on specific budget and schedule requirements.</li><li>• Use company tools and infrastructure in a timely manner. Establish, communicate and coordinate objectives with Sales and Logistics for operating efficiency and profitability.</li><li>• 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.</li><li>• 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.</li><li>• 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.</li><li>• Monitor supplier offers passed to sales team though the entire sales process until deals are finalized or dropped.</li></ul>	#1	50-60%
<p><b>2. Anticipate and track market trends.</b> 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%



<b>Key Accountability</b>	<b>Ranking</b>	<b>% Time</b>
<p>3. <b>New vendor /supplier Development.</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history.</li> </ul>	#3	10%
<p>4. <b>Other activities.</b> 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	15-20%

**Required Qualifications**

<b>Required Qualifications:</b>	<b>Leadership Competencies:</b>
<ul style="list-style-type: none"> <li>Minimum: Associates Degree;</li> <li>Preferred: Bachelor's Degree</li> <li>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.</li> <li>Understand relationships among meat cuts (pork, beef, chicken and turkey) with regards to pricing, availability and substitutions.</li> <li>Understand the differences and equivalences between US and Mexican meat cuts is required</li> <li>Computer literate and comprehensive knowledge of Microsoft Office applications and CRM. SAP Business One experience is a plus.</li> <li>Bilingual. Fluency in Spanish and English with excellent written and verbal skills is required.</li> <li>General understanding of purchasing and logistics and documentation is a plus.</li> <li>Flexibility in time and schedule.</li> <li>Ability to travel 20%.</li> <li>Demonstrated ability and experience to working in a dynamic environment, under pressure.</li> </ul>	<ul style="list-style-type: none"> <li>TO BE COMPLETED ONCE PROFILE IS COMPLETED. SOME COMPETENCIES MAY INCLUDE:</li> <li>Strong negotiation and communication skills (verbal and written)</li> <li>Willingness to make cold calls</li> <li>Exhibits excellent time management skills and very detail oriented</li> <li>Energetic, confident and motivated with the ability to think on your feet</li> <li>a team player with a professional demeanor, motivated by money, recognition and success, and enjoys being part of an enthusiastic, business-oriented and committed team.</li> <li>Must be driven and able to work with a sense of urgency, control the sales process and be able to learn new industries quickly.</li> </ul>



<ul style="list-style-type: none"><li>• Excellent negotiation skills and with a passion for sales with drive, desire and the ability to succeed.</li></ul>	
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**Key Contacts:**

<p><b>Internal:</b></p> <ul style="list-style-type: none"><li>• Managing Partners.</li><li>• Sales Manager</li><li>• Other International Sales Executives</li><li>• Logistics and documentation areas.</li><li>• Accounting Department.</li></ul>	<p><b>External:</b></p> <ul style="list-style-type: none"><li>• Vendors and Suppliers</li><li>• Clients and prospects.</li><li>• Transport Companies.</li></ul>
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<p><b>Measures of Success - How will the role be measured:</b> <i>[Targets and measurements to be defined in annual goals and objectives]</i></p> <ul style="list-style-type: none"><li>• Purchasing volume and profitability targets aligned with Sales Strategy.</li><li>• New vendors and Product Development metrics. Supplier diversification metrics.</li><li>• No Customer complaints around delivery, timeliness or quality.</li><li>• A/P days.</li><li>• Feedback from employees and management is positive and constructive.</li><li>• Sales Management Process (e.g. CRM, Reports, Other key info) is timely and accurate.</li><li>• 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.</li></ul>
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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.