

August 2018 Job Opportunity



Purchasing Manager

Full Time- Exempt, Salary

About us

Hummingbird Wholesale is a small, family owned & operated company distributing organic food throughout the Pacific Northwest and into northern California.

We are a team of highly engaged and extraordinarily productive people who are inspired to work hard and give our very best at all times. We are motivated by our mission, vision, and values. We work effectively and efficiently and enjoy connecting with each other through our daily work.

Our Mission, Core Values & Culture

We endeavor to serve people & the planet by providing the highest quality, most nutritious foods, grown as locally & sustainably as possible to nourish the body, mind & soul. We practice principles of ecological & social justice in our business operation and strive for minimum packaging & waste. We value long-term relationships with farmers, vendors, coworkers, and customers.

Compensation and Benefits

We offer competitive wages and generous benefits packages including health benefits, coworker wholesale pricing on Hummingbird Products, paid holidays, paid sick leave, paid vacation time, 401K, Self-Care Benefit and more!

Hummingbird Wholesale affirms the right of all individuals to equal opportunity in employment without regard to race, color, religion, sex, age, handicap or disability, national origin, military status, marital status, sexual orientation, or any other basis prohibited by federal or state law.

Position Summary:

We are looking for a passionate and energetic team leader who also actively participates in the duties as a Purchaser. The Purchasing Manager ensures the team achieves excellence while striving to fulfill the company's mission and goals, and is responsible for meeting the department goals, increasing the profitability of existing products and researching, delivering and launching new products in coordination with the Product Management Team.

Qualifications & Requirements

Education: Bachelor's Degree in Business Administration, Supply Chain Management, or related field.

Skill Requirements:

- Project management & ability to lead a diverse group of people, work well with others in a supervisory & co-management role.
- Strong understanding of purchasing best practices, product management & development, inventory control, and business financials.
- Ability to build and continue long-term relationships with coworkers, customers and vendors, actively listening and communicating with a high level of negotiation skills.
- Strong math, logic, critical thinking and problem solving/analysis skills.
- Detail oriented, well organized with the ability to prioritize in a multi-tasking environment. Excellent time management skills.
- Ability to learn and convey information about several hundred products (with help of database).
- Effective oral and written communication skills.
- Ability to transfer time-sensitive information to team members and keep team morale high in a fast-paced multi-use work environment.

Experience:

- Purchasing – five years minimum previous experience in a position where purchasing is a primary responsibility is required.
- Management – two years minimum previous experience managing a team is required.
- Natural Foods – one year minimum experience with the natural foods industry is preferred.

Other Information

- Travel to visit potential or current vendors, customers, or attend trade shows, educational conferences, or industry events will be necessary throughout the year.

To Apply

Send resume and cover letter with brief answers to the questions below to jobs@hummingbirdwholesale.com. Please do not call; we will happily answer questions via email.

Questions

1. Why do you want to work at Hummingbird Wholesale?
2. How will you contribute to the company achieving its mission, core values & culture (see section above)?
3. How many years of experience do you have working in a Managing a Team?
4. How many years of experience do you have in purchasing/sourcing?
5. Give a brief description of your Managing and Purchasing work experience (primary duties, what you did /did not enjoy, etc.)