



Job Posting: Procurement Manager

Job Title: Procurement Manager

Location: Bliss Unlimited Headquarters in Eugene, OR

Shift: M-F, 9-5+ (45+ hours/week)

FLSA: Exempt

Timeline: Open until filled; will begin reviewing applications 2/22/2021

Apply at: <https://coconutbliss.bamboohr.com/jobs>

Coconut Bliss is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information, military and veteran status, and any other characteristic protected by applicable law. Coconut Bliss believes that diversity and inclusion is critical to our success and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.

At Coconut Bliss, our vision is *Blissful Experiences for All Beings*. Our mission is to *embody integrity through inspirational business practices and exceptional plant-based creations*. We make organic, dairy-free frozen desserts that taste good without making you feel bad. We are a small team of dedicated people who enjoy working hard and having fun together. We are always striving to have a harmonious working environment that is open and collaborative. We are looking for a long-term addition to our Bliss family who is interested in helping to co-create an overall “State of Bliss”.

Coconut Bliss is seeking a full time Procurement Manager. The Procurement Manager is responsible for creating and developing strong working relationships with people both inside and outside of Coconut Bliss to support effective sourcing of ingredients and packaging that meet all requirements, to negotiate favorable contracts, and ensure timely orders and deliveries. In addition, this role performs related analysis, data tracking and research to facilitate meeting company objectives and goals.

Ideal candidates will be passionate about high quality ingredients, organic food and sustainable packaging. They will be an excellent communicator, a self-starter, a problem solver and attentive to details.

Qualifications & Requirements

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they have every one of the qualifications as described in the job description. We are most interested in finding the best candidate for the job, and our hiring processes are centered on assessing candidates based on diverse lived experiences. We would encourage you to apply, even if you don't believe you meet every one of our qualifications described. If you are unsure of whether you meet the qualifications of this position, or how this would be determined, contact us at Jobs@CoconutBliss.com to discuss your application.

Education – Bachelor’s degree preferably in Economics, Supply Chain Management, Purchasing and/or Applied Science, or two additional years of directly relevant experience, ideally sourcing ingredients, is required

Experience – Three years minimum experience in a similar role is required, five+ years preferred

- Required:
 - Experience managing supplier relationships and contracts
 - Experience working in inventory management systems or ERPs

- Intermediate or higher proficiency in Excel
- Preferred:
 - Experience sourcing food ingredients and packaging, has established network
 - Knowledge of organic, fair trade and other certifications, and sustainable packaging options

Leadership – Ability to work with shared leadership and in collaborative decision-making processes, excellent influential communication skills, able to relate to people at all levels of the organization, to earn their trust and engage them in contributing to our mutual success

Teamwork – Works well with others in a team-oriented, highly collaborative environment. Hands on approach and willing to roll up their sleeves in a project-team atmosphere

Organizational – Excellent attention to detail, able to establish and maintain effective organizational systems, to set priorities that reflect importance of job responsibilities, plan ahead and track many things simultaneously and see them through to completion

Adaptability – Able to shift gears at a moment's notice to address issues requiring immediate attention with appropriate urgency

Communication – Able to produce professional and grammatically correct written correspondence; adept at achieving and maintaining an overall blissful rapport with suppliers and co-workers; able to calmly and effectively handle difficult conversations and produce favorable outcomes, e.g. ending a relationship with a supplier but leaving the door open for future possibilities

Logic & Problem-Solving Skills – Able to prioritize, complete and problem-solve deadline driven job duties in a calm and efficient manner; able to discern when a challenge requires input from others before acting; adept at sifting through possibilities and finding win-win solutions to time-sensitive problems

Critical Thinking or Analyzing – Adept at organizing and analyzing information to inform negotiations on contract rates and other action items

Kaizen – Ability to evaluate and identify areas needing improvement, determine the appropriate solution and implement in a thoughtful manner, e.g. independently or in collaboration as needed, prioritized and timed appropriately, etc.

Alignment – Passionate about natural, organic and local foods; willing (or excited!) to actively contribute to furthering the mission and vision of Coconut Bliss, e.g. participate in sustainability initiatives, proper use of waste & recycle systems, potentially serve on a Sustainability committee, etc.

Mathematical Skills – Ability to calculate basic math functions, statistics interpretation and algebra

Technical Skills:

- Proficient with Microsoft Office programs, intermediate+ in Excel
- Proficient with or ability to master additional platforms and software utilized by the Company (BambooHR, Asana, etc.)

Schedule is generally 45+ hours per week during regular business hours (, however occasional evening and weekend work is required)

Travel: Must have valid driver's license and reliable transportation; may travel up to 5 times a year, by auto and/or plane, to visit suppliers

Physical: The majority of the Procurement Manager duties are performed sitting or standing at a desk, using a computer and phone, and other office equipment in a typical office environment; preferably this person will be able to safely lift up to 50 lbs., on occasion

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 will be provided to the extent possible and appropriate in the event of ADA qualifying disability.

Principle Duties

- Maintains/creates positive working relationships with long term/new suppliers, builds rapport and engages suppliers in being partners in Coconut Bliss' mission
- Sources and secures ingredients and packaging that meet all requirements including quality standards, sustainability, supply chain requirements and cost goals set by the Company

- Negotiates contracts, manages RFP process
- Onboards new suppliers
- Manages Purchase Orders, including: monitoring raw materials inventory and production, placing orders, tracking receipt, tracking production and shipment, and tracking orders against contracted quantities
- Collaborates with Quality, Copack and Sustainability Manager and Copack facilities on ingredient and packaging forecasts, orders and shipping schedules
- Maintains timely flow of communication with suppliers and logistics teams
- Performs cost analysis for contracting and meeting internal goals
- Performs market research and stays informed on:
 - Supply chain stability and issues
 - Risk mitigation
 - Sustainability improvements in packaging options
- Tracks supply chain sustainability metrics
- Backs up Quality, Copack and Sustainability Manager on managing raw material and packaging transfers
- You may be asked to perform additional duties

(The above list is meant to provide a broad overview. A detailed job description will be provided during the interview process.)

Compensation & Benefits

Coconut Bliss pays fair and living wages for all positions, and provides excellent benefits including medical, vision and dental insurance, paid holidays, a generous paid time off benefit, a 401k with company match and several perks including all the Coconut Bliss you can eat! We also have an amazing team and a wonderful work environment – we placed 2nd in the [2019 100 Best Green Workplaces in Oregon](#). More details about compensation and benefits will be provided during the interview process.

If you have a passion for organic food and sustainability and are excited to work with a growing company who values collaboration, diversity, transparency and integrity, we welcome you to submit a cover letter and resume.

Interested candidates may apply on our career site: <https://coconutbliss.bamboohr.com/jobs>

****If you are unable to complete this application due to a disability, contact Jobs@CoconutBliss.com to ask for an accommodation or an alternative application process.*