

Role: Buyer
Client: Cabot Creamery / Agri-Mark, Inc.
Location: Cabot, VT
Department: Operations – Purchasing
Reports To: Purchasing Manager

Company Overview

Working together, farmers can and do make a difference. Our rich tradition as a cooperative dates back to 1916 with the formation of our predecessor, the New England Milk Producers Association. The cooperative flourished during the twentieth century, and continues to flourish in the twenty-first. Our farmers take pride in their products and have the toughest milk quality standards in the market. If you enjoy healthy, delicious, award-winning dairy products, you can count on the fact that the pride of both our farmers and our employees are vital ingredients in everything we make. And remember, when you buy our dairy products, you are directly supporting more than one third of the dairy farm families in New England!

Summary

The Buyer, under the direction of the Purchasing Manager, works as a team member of an operations team and is responsible for analyzing stock status, sales trends, demand planning and anticipated promotional activity as it relates to replenishment of packaging and commodity inventories, as well as the placement of daily purchase orders.

Essential Responsibilities

- Responsible for analyzing stock status, sales trends and demand planning.
- Assesses anticipated promotional activity as it relates to replenishment of packaging and commodity inventories.
- Works directly with production, scheduling and logistics to ensure efficient product availability to support sales.
- Places purchase orders on a daily basis.
- Works directly with Master Schedulers to ensure all current and future packaging demands are met.
- Communicates with plant staff and administrative staff on a daily basis, via face-to-face, phone and/or e-mail.
- Adheres to company rules, regulations and core values, including Code of Conduct.
- Responsible for performing all work related tasks using Good Manufacturing Practices by following the Food Safety and Food Quality requirements of the SQF Program. This includes the requirement to report any and all food safety issues and incidents to your Supervisor immediately.
- This position requires the understanding of the role of the SQF Practitioner in ensuring that food safety decisions are made using a risk based approach. All food safety issues and incidents are to be reported to the QA Department either directly from the employee or by the Supervisor.
- Will perform all other duties as assigned.

Position Qualifications

- Bachelor's degree in business or related field required.
- Prior purchasing experience in a manufacturing environment.
- Strong computer skills including AS400, JD Edwards and Excel spreadsheets.
- Excellent verbal and written communication skills.
- High level of analytical skills.
- Must be a positive team player who will work effectively with everyone.
- High attention to detail and organizational skills are essential.
- Familiarity with packaging materials such as corrugated, plastics and film are helpful.

Experience

- Minimum of two (2) years of Buyer / Purchasing experience in a manufacturing setting preferred.