

FRIESEN GROUP OF COMPANIES

Job Description Form



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|----------------------------|---|
| Department/Division | Clearbrook Grain & Milling/Excel Feeds/Nature's Pride Nutrition |
| Location | 3410 McCallum Road, Abbotsford, BC |
| Job Title | Procurement Specialist |
| Reports to | Procurement Manager |

GENERAL DESCRIPTION

The Procurement Specialist is responsible for sourcing, negotiating, and procuring the goods needed to meet the companies' operational needs while identifying and pursuing market opportunities to ensure cost effectiveness and quality is maintained to achieve a competitive advantage while weighing the risk and reward of the positions taken.

GENERAL RESPONSIBILITIES

- Responsible for following company policies
- Responsible for being self-motivated and being able to work independently.
- Responsible for maintaining a well-organized, tidy workspace.
- Maintains knowledge of and executes all company policies and procedures as required by the organization and other regulatory agencies.
- Always maintains and represents a professional and positive image for the company.
- Functions as a team member.
- Performs other related duties as assigned.

RESPONSIBILITIES AND DUTIES

1. Responsible for collaborating between team members to provide lowest cost options for all feeds, feed and premix ingredients.
2. Responsible for developing and maintaining positive relationships with key business partners who manufacture and distribute Amino Acids, Vitamins, Minerals, and Feed Additives to ensure continuity of products and supply.
3. Responsible for identifying, creating, and capturing value by using market insights, historical trends, and intuition.
4. Responsible for determining strategic supply objectives, using tools and reports for decision making around purchases.
5. Responsible for incorporating a good understanding and feeling of the market to engage in strategic negotiations.
6. Responsible for identifying new ingredients, technological ideas and suppliers.
7. Responsible for taking action to address pricing and / or delivery issues, advising management of market conditions, and supply base activity that may present risk or needs to be elevated to a higher level.
8. Responsible for planning and managing inventory levels of all incoming ingredients.
9. Responsible for ensuring suppliers provide the necessary documentation for all incoming ingredients to meet the company's Feed Assure / HACCP standards.
10. Responsible for issuing purchase orders, placing orders, and maintaining purchasing records / data and costs in the company system.

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WORK EXPERIENCE REQUIREMENTS

- Minimum 3 years proven experience working in procurement with strong knowledge in procurement processes.

EDUCATION REQUIREMENTS

- Degree in Business or Supply Chain Management and / or equivalent industry training, certification, or related business experience.
- Working towards or completion of Supply Chain Management Professional designation (SCMP) and / or diploma in the Supply Management Training Program (SMT) from Supply Chain Canada Association is an asset.

SKILLS REQUIRED

- Must be energetic and possess a professional attitude.
- Must possess a strong work ethic and a high standard of integrity.
- Must have a proactive attitude toward process improvement.
- Must possess excellent interpersonal and communication skills.
- Must possess excellent organizational, analytical, and problem-solving skills.
- Must possess a strong level of attention to detail and accuracy.
- Must be self-motivated.
- Must be able to work independently and maintain a high degree of confidentiality.
- Must be able to multi-task, set priorities effectively
- Intermediate office software and hardware knowledge; ERP experience is an asset.
- Must be proficient in Microsoft Office, particularly Excel, for data analysis and reporting
- Must adhere and be committed to our company values: hard work, high standards, honesty and harmony

Salary range: \$50,000 - \$60,000 annually plus benefits

Closing Date October 17, 2025