



# Arctic Co-operatives Limited

## Career Opportunity

Title	Procurement Manager - Grocery
Department/Division	Procurement/Merchandising & Logistics
Location	Home Office - 1645 Inkster Blvd, Winnipeg
Salary	\$85,000 - \$95,000 per year

### **Benefits of working at Arctic Co-ops include:**

- a competitive salary,
- annual vacation (accrue 3 weeks of paid vacation time in first year),
- employer-matched pension plan,
- comprehensive group benefits plan including Flexible Spending Accounts,
- career development opportunities,
- hybrid work environment
- annual performance plans, and an environment where employees are encouraged, supported and recognized.



### Position Summary

Reporting to the Director of Merchandising & Logistics, and as part of the Merchandising & Logistics division, the Procurement Manager - Grocery is responsible to oversee all functions of the development of purchasing and marketing programs providing supervision and leadership to the food procurement team. The Procurement Manager - Grocery will take on the lead role in coordinating the day-to day activities of the Food buying Procurement team to maximize sales and margins of the Co-op System and Arctic Co-ops businesses.

As a member of the Merchandising Services Team and as a member of the broader organizational team, this position is instrumental in the delivery of continuous improvement efforts toward achieving and maintaining organization sales and service excellence.

### Duties and Responsibilities

- Ensure the Merchandising Programs meet retail needs by soliciting feedback on a frequent basis through constant communication and retail visitations.
- Provide leadership and direction to the food buyers.
- Prepare the annual operating budget for the department which includes projected revenues.
- Complete annual and mid-year performance evaluations for direct reports.

- Serve on cross-divisional working group(s) on organizational or divisional projects as required.
- Accountable for the overall success of the assigned commodities with a keen competitive understanding of what is required to meet today's needs of the Member Co-ops and Arctic Co-ops businesses.
- Responsible for providing complete documentation and timely updates of user-friendly information and procedures on all programs and services to necessary stakeholders.
- Establish measurement indicators to determine the success of all programs and provide consistent feedback to stakeholders.
- Achieve the budgeted targeted sales through detailed planning and implementation of profitable sales plans within assigned categories.
- Within assigned categories, develop, refine, and implement the CASM program to meet the evolving needs of Member Co-ops and Arctic Co-ops businesses.
- Partner with internal teams to develop tools, automation and process improvements that affect purchasing and vendor management workflows.
- Responsible for the annual co-ordination of tradeshow listings and resupply for assigned categories. Continually review the processes and guidelines to ensure that an efficient process exists for users and best practices are adopted.
- Key stakeholder in the System's Central Advertising Program, actively contributing and recommending competitive prices at acceptable margins on all programs and promotions.
- Establish and maintain effective supplier relationships and negotiate service and supply programs, within assigned categories, to generate the best product selection, volume pricing, discounts, service, and value to best meet the needs of Member Co-ops and Arctic Co-ops businesses.
- Recommend merchandise assortments, within assigned categories, with attention to competitors' strengths, market trends and analysis and an ongoing understanding of the markets that we service.
- Troubleshoot issues with orders, shipments, and customer inquiries as they arise.
- Other duties as assigned.

#### Qualifications

- University degree in business administration or related field
- Professional certification such as SCMP, preferred
- A minimum of 5 years procurement experience in the retail industry, with a strong emphasis on food commodities.
- Minimum of 2 years of leadership or supervisory experience
- Understanding of SKU rationalization, planograms, and merchandising for effective inventory turns and profitability.
- Able to work in a multi tasking, fast paced environment.
- Strong analytical and problem-solving skills.
- Excellent communication skills, both verbal and written.
- Proven commitment to customer service for internal and external customers.
- Ability to work independently, as well as a member of a team.
- Effective interpersonal skills and the ability to establish and maintain working relationships with internal and external stakeholders.

- Excellent organizational and time management skills with the ability to independently manage multiple priorities and conflicting deadlines.
- Proven background in maintaining and developing strong vendor relations through program development and negotiations.
- Proficiency with Microsoft Office programs including Word, Outlook, and Excel.
- Proven commitment to personal growth and development.
- Willing and able to travel as required to remote Arctic communities.
- Physical ability to lift and bend with merchandise weighing up to 20-25 lbs.

**We'd love for you to join us!**

**Applications accepted via email to [careers@arctic.coop](mailto:careers@arctic.coop)**

**For more information you can visit [our website](#)**

**or find us on social media (click on icon)**

