



Title: Purchasing and Inventory Control Manager

Reports to: Director of Operations

Based at: Mucci Pac Ltd., Kingsville, Ontario

Revision Date: June 2019

Type of Employment: Full time, permanent, extended hours depending on workload and priorities, which will include Saturdays, and possible Sundays.

Responsibilities Include:

- Lead and Manage Team of 7 employees consisting of Buyers and Inventory Clerks
- Manage Direct and Indirect Spend categories which include Corrugate, Resin (Trays, Films, Bags), Labels and MRO supplies
- Capital Equipment Sourcing
- Work in conjunction with Packaging Development Manager, Sales & Marketing to source and develop new packaging formats
- Negotiate contracts, evaluate and approve specifications for issuing and awarding bids with suppliers
- Prepare and present reports regarding market conditions and organizational spend to Senior Management
- Analyze inventories to determine how to increase inventory flow, reduce waste and develop appropriate min/max levels
- Ensures storage and inventory control are performed in an efficient manner
- Update Senior Management on any current or foreseeable inventory issues

Qualifications:

- Minimum 3 - 5 years of experience in a management role with Purchasing and Inventory Control
- PMAC Certificate and/or C.S.C.M.P. Designation preferred/considered an asset
- Strong negotiation skills to effectively negotiate with Suppliers
- Must have strong time management skills with an emphasis on meeting deadlines
- Highly energetic and assertive with strong leadership skills
- Experience in leading and managing a team
- Advanced MS Office skills (Excel)
- Excellent, interpersonal, verbal and written communication skills



Physical Abilities: Must be physically fit and able to lift heavy material (up to 50 lbs.). Must be able to climb stairs and stand for extended periods of time. As our facilities are temperature controlled to approximately 55°F or 13°C, must be able to work in that environment.

Job Requirements: The incumbent will be committed to customer service excellence and leading by example. A positive attitude in the workplace is required as is the ability to adhere to all human resources, operational and food and health safety policies and procedures.

Please send your resume to Christine Beckett at cbeckett@muccifarms.com

I have read and clearly understand all of the details outlined in the Purchasing and Inventory Control Manager job description.

Employee Name

Date