



## **Supply Integrity Manager**

**Do you have a proven track record in international food or ingredient auditing with a passion for quality?**

**Do you want to work for a company that encourages an entrepreneurial spirit and supports your passion for sustainability and natural products?**

**If so, then Frontier Co-op is for you. Since 1976, Frontier Co-op has been showing the world that Doing Good, Works.**

We are currently seeking a Supply Integrity Manager to join our team. Now more than 40,000 member-owners strong, we're dedicated to sourcing and packaging the highest quality spices, herbs and botanical products through our Frontier Co-op, Simply Organic® and Aura Cacia® brands. We're driven by a simple purpose: to do good by our people and planet. And to create a stronger company built on a commitment to quality and sustainability.

### **SUMMARY**

Working across the purchasing team, manages suppliers that deliver into Frontier Co-op, ensuring that they meet required regulatory and internal requirements, strict facility and product quality guidelines as well as understand and meet the required specifications. Heavily involved in origin projects, including vendor development and assessment, is viewed as the SME for vendor and origin management, as well as continuous improvement at supplier level.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Establishes appropriate supplier and product management strategy to ensure internal requirements are met.
- Works closely with QC in building product specific risk assessments, horizon scanning and implementing risk reducing requirements at supplier locations.
- Works closely with QA in ensuring all new suppliers are on boarded correctly with accurate paperwork and completed requirements in internal systems as well as validated systems where required.
- Works closely with the purchasing team in supplier score carding, risk evaluation, onboarding, and non- compliance of incoming materials.
- Manages supplier and origin projects and development as per ongoing company objectives and projects and with the sustainability team.

- Implements required risk-based programs into the supply chain in consultation with the Frontier quality groups.
- Manages all non-conformances, ensuring follow up and root cause from supplier while supporting commodity managers on disposition of products.
- Works within the internal facilities to ensure product on hold, rejected, deviated is correctly identified and used.
- Visits origins and suppliers to audit, develop and approve origin, supplier, commodity combinations.
- Keeps relevant on ongoing and new regulatory and quality challenges within the product categories.
- Creates resolutions for non-conformances at supplier locations to ensure non repeat of issue.
- Works safely at all times, follows safety rules and policies and participates in scheduled training. Report's injuries and near misses promptly and in required detailed format; proposes corrective action.
- Other duties may be assigned.
- 40% travel, domestically & internationally
- Must be willing to relocate to Cedar Rapids, Iowa, relocation assistance will be provided.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Bachelor's degree (B.Sc.) in Food Quality, Food Science, biology, chemistry or similar field from four-year college or university; and 5+ years related experience; or equivalent combination of education and experience. MBA preferred.

## **TO APPLY:**

Please visit [www.frontiercoop.com](http://www.frontiercoop.com) to view and apply for this position.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret such items as highly detailed professional, scientific, and technical journals, and legal documents. Ability to respond effectively to the most sensitive inquiries or complaints from both inside and outside the company. Ability to write speeches, articles or memos using original or innovative techniques or style. Ability to make effective and persuasive presentations on controversial or complex topics to such groups as top management, boards of directors, or the general public.

## **QUANTITATIVE SKILLS**

Very analytical, ability to comprehend the most complex financial principles. Ability to use a computer to create highly customized spreadsheets and charts, run reports, and interpret data. Ability to analyze balance sheets, profit and loss statements, and the most detailed types of financial documents, and apply that information to make long-term, strategic decisions.

## **OTHER SKILLS AND ABILITIES**

- Ability to work independently and problem solve complex regulatory, quality and operational challenges.
- Excellent communication, interpersonal and leadership skills.
- Needs to work well in all cultures and in different countries, able to pick up non spoken cues.
- Strong analytical skills and organizational skills.
- Proficiency with Microsoft Word and Excel programs; familiarity with other business software. Familiarity with Materials Resource Planning (MRP) process.
- Knowledge of market conditions and sources of supply/services, procurement laws and regulations.
- Ability to travel domestically and internationally.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

HACCP Certification, FSVP & FSMA certification, GFSI auditing preferred

## **PHYSICAL DEMANDS**

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 may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands and/or fingers to type, handle, or feel; reach with hands and arms; talk or hear; and view a computer monitor or video display. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and color vision. Taste, smell, and vision requirements address the need to distinguish type and quality of certain raw materials, including herbs and spices.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, and outside weather conditions while traveling. The noise level in the work environment is usually moderate.