



Do you have a proven track record in Direct Sourcing of Herbs, Spices or other food ingredients?

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 Herb & Spice Commodity 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

Oversees procurement functions for company, including purchase of raw materials, finished goods for resale, supplies, and capital equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Negotiates with suppliers, while understanding market pricing, to ensure products are purchased cost effectively and competitively against agreed quality requirements.
- Develops and implements purchasing strategies, practices, and procedures to ensure that purchases conform to pre-determined quality standards, including material, services, supplies and capital equipment.
- Maintaining positive relationships with suppliers across their categories.
- Establishes departmental goals and objectives consistent with organization's strategic plan and ensures progress toward these goals.
- Ensures purchasing documents are complete and terms and conditions of purchases are appropriate.
- Provides reports on procurements, out of stocks, inventory positions, and other key measures of purchasing department performance.
- Serves as commodity manager in developing reliable sources, negotiating contracts, buying high quality products, and arranging proper shipment to maintain stock levels.
- Develops systems and maintains proper inventory levels on raw materials, supplies, and finished goods for resale. Conducts negotiations and buys equipment for capital improvement.
- Assures that department records are accurately maintained.
- Travels domestically and internationally to meet with suppliers and potential suppliers. Has a critical role in assuring food safety, quality and continuous improvement.
- Strives to reduce waste, recycle products whenever possible, and re-use resources when practical. Works safely at all times, follows safety rules and policies and participates in scheduled training.
- Reports injuries and near misses promptly and in required detailed format; proposes corrective action.

- Other duties may be assigned.

Successful candidates would have:

- 10+ years CPG industry experience, with at least 5+ years in purchasing.
- 7+ years' in an herb and spice supply chain with experience managing purchasing, shipping, forecasting, price negotiation and supplier relationships.
- Intimate knowledge of herb and spice quality attributes, harvest calendars, pricing, and alternate and main origins.
- Ability to travel globally on trips up to 4 weeks in duration.
- Demonstrated capacity of working overseas in different time zones, while prioritizing workload and projects.
- Understanding of herb and spice food safety risks, GMPs, GFSI, validations and experience of regulatory requirements.
- Beneficial to have familiarity of an Enterprise Management Planning (ERP), specifically M3 and WMS.
- Proven success establishing cross functional relationships within a manufacturing setting.
- Experience in leading projects, working with overseas suppliers and proven successes of continuing cost savings within a supply chain.
- Strong analytical / reporting skills required, proficient in Excel
- Proven track record of leading through change & driving efficiency
- Must be able to prioritize, manage and drive projects effectively and meet deadlines
- Bachelor's Degree in purchasing, supply chain, business or similar field from four-year college or university; or equivalent experience. MBA preferred.
- **Candidates must be willing to relocate to Cedar Rapids, Iowa**

To Apply please visit www.frontiercoop.com

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

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

- Excellent communication and interpersonal skills.
- Ability to prioritize multiple projects simultaneously.
- Strong analytical skills and organizational skills.
- Ability to work within team concept.
- Proficiency with Microsoft Word and Excel programs; familiarity with other business software.
- Familiarity with Materials Resource Planning (MRP) ordering process.
- Ability to travel domestically and internationally.
- Bi-lingual preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

APICS certification and CPM 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, talk or hear, and view a computer monitor or video display. The employee frequently is required to use hands and/or fingers to type, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; 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, necessary to distinguish type and quality of product.

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. The noise level in the work environment is usually moderate.