



Sourcing Manager

Open Date: 1/1/12

Close Date: Open until filled

Location: Richmond, Virginia

We are currently seeking an enthusiastic and self motivated candidate to join our Procurement team!

The Sourcing Manager will work as part of the management team to provide procurement expertise and leadership across the organization to develop and execute the sourcing and procurement of indirect materials and services and commodity-based raw materials on behalf of the Company in the most cost effective way possible, while ensuring the right quality, service to meet consumer expectations and maintaining supply security. This position reports to the Vice President of Business Development.

Primary Responsibilities:

- Provide leadership to the enterprise for establishing best practice sourcing practices including indirect supervision for plant buyers in the Bakery and Kitchen.
- Analyze spend for opportunities, assess supply markets, identify potential suppliers, assess production needs, conduct bidding, and manage contracts/vendor performance for raw materials and indirect materials & services ensuring a balance of price, quality and service with minimized risk
- Build a vendor management program to systematically manage critical supply arrangements and relationships, conducting routine business reviews and jointly identifying & pursuing opportunities for improvement
- Identify cost reduction opportunities and lead or participate in cost reduction efforts to produce year-over-year savings

Position Requirements:

- This position will work with minimal supervision; therefore, a strong working knowledge in the following areas is essential:
 - Leadership-ability to supervise, recruit, and develop procurement professionals and influence the enterprise to make positive change.
 - Procurement practices (i.e. sourcing strategies, supplier qualification, competitive bidding, supplier performance evaluation)
 - Commercial contracting, contract negotiation & contract management
 - Market, supplier and product research and analysis
- This position requires a flexible, detail and goal-oriented individual capable of leading, coordinating and working multiple projects simultaneously
- Superior project management, organization and prioritization skills are essential to drive complex, cross-functional projects
- Exceptional interpersonal and collaboration skills are imperative
- Incumbents must have excellent oral and written communication skills to include the ability to deliver formal presentations, executive summaries, project briefs and reporting
- Advanced analytical and problem-solving skills are essential
- Advanced PC skills are required, including experience with Microsoft Word, Excel, PowerPoint & Outlook and internet

Additional Requirements:

- Bachelor's degree in Business, Finance or related discipline is required; Masters Degree is preferred
- Minimum of 5 years of full-time, professional supply management experience (non-clerical, non-support) required
- Certified Purchasing Manager (CPM) or Certified Professional in Supply Management (CPSM) certification in good standing through the Institute for Supply Management is preferred
- Knowledge of commodity markets and buying practices associated with bakery and kitchen ingredients highly valued, not required

How to Apply:

Submit your resume and cover letter to Careers@ukrops.com

Ukrop's Homestyle Foods is an Equal Opportunity Employer