

## Position Description

<b>Position Title:</b>	Senior Purchasing Associate
<b>Reports To:</b>	Emily Rosewag
<b>Department:</b>	Purchasing
<b>FLSA:(Exempt/Non-Exempt)</b>	Exempt
<b>Band/Level:</b>	Senior Associate

### Position Summary

The Senior Purchasing Associate supports the Purchasing team to ensure the smooth and efficient operation of procurement functions at Healthy Directions. This includes, but is not limited to, placing purchase orders, inventory management, trend reporting, and general support for purchasing initiatives.

### Duties and Responsibilities

- Manage inventory to optimal levels and issue purchase orders as needed
- Manage new product setups including SKUs, item numbers and product id requests
- Support Accounts Payable matching as needed to verify invoices and documentation
- Maintain and update chargeback logs for vendor violations
- Liaise with internal New Product Development and Quality teams as well as vendors
- Work directly with internal Marketing and Brand teams to ensure inventory availability for promotions
- Prepare various reports and organize/maintain files and databases
- Assist in updating internal templates, documents and Purchasing SOPs
- Complete special projects as needed

### Education and Experience

- Bachelor's degree
- 3-5 years of related experience

### Preferred Qualifications

- Excellent organizational and time management skills
- Attention to detail with emphasis on accuracy and quality of work
- Excellent written and verbal communication skills
- Proficient with Microsoft Office (Word, Excel, Outlook) and familiarity with Oracle Business Suites is a plus
- Team player attitude and willingness to take initiative
- Demonstrated business acumen, problem solving skills, intellectual maturity, and relationship management skills
- Ability to work effectively within a dynamic environment and under tight deadlines

## Position Description

Position Description Approvals	
Dept. Senior Executive:	<i>Elaine Fide</i>
Date Approved:	<u>5-12-21</u>
HR Representative:	
Date Approved:	