

Position Title:	Procurement Coordinator/ Packaging	Location:	Leamington
Department:	Procurement	Wage Grid:	TBD
Reports to:	Packaging Category Manager	Direct Reports:	None
Indirect Report to:	Chief Financial Officer	Indirect Reports:	None

Highline Vision and Values:

We aim to passionately nourish people, community and environment, through embracing our core values which include:

We do the right thing, always. We lead the way. We are fanatical about quality. We are transparent in our relationships. We always consider the human element. We embrace diversity and inclusion.

Position Summary:

Supports Packaging Category Manager with managing inventories, auditing ERP transactions, and various data entry activities. Works with Planning, Packaging, Finance and other teams.

Expected Outcomes:

1. **Administration:**
 - Request counts and manage inventory at multiple locations
 - Create PR/POs as required
 - Interface with Operations, Procurement and Planning on problem resolution in relation to inventory and purchasing
 - Track and update Purchasing Info Records feature in ERP application; ensure correct cost and volumes are assigned for all packaging and raw material purchases
 - Managing inventory for new product introductions and transitions
 - Review, distribute and support continuous improvement efforts for departmental KPIs
 - Support GR/IR process and improvements
 - Fulfil day-to-day administrative and purchasing related tasks with deadline and accuracy in all tasks
2. **Supplier Management:**
 - Create PR/POs and communicate requirements to vendors
 - Summarize price increases
 - Enter and manage packaging contracts
3. **Planning and Control:**
 - Assist business with packaging SAP questions
 - Maintain and analyse reports
 - Demonstrate continuous effort to improve Highline operations
4. **Code of Conduct**
 - Embrace and support the Highline culture and values, acting as brand ambassador at all times
 - Interact with others in a manner that promotes respect, confidentiality and dignity
5. **Safety**
 - Adhere to the Safety Policies, including use of proper Personal Protective Equipment (PPE) and other safety equipment
 - Report unsafe conditions immediately to Direct report or Safety Advocate
 - Report all incidents, injuries or near misses immediately to Direct report or Safety Advocate
 - Cooperate in the Early & Safe Return to Work Program if an injury or medical illness requires accommodation.
6. **Other Duties**
 - Assist and support SAP testing and system improvements
 - As reasonably requested in aid of operations or culture compliance, perform other duties as may be assigned

Qualifications & Experience:

Education & Past Experiences:

- College Diploma or Bachelor's Degree in Supply Chain Management, Business or related discipline
- 0.5-2 years of purchasing, inventory or related experience; experience in the consumer packaged goods, agriculture, or manufacturing industries is an asset
- Intermediate to advanced experience with MS Word, MS Excel and MS Outlook is a must
- Experience with ERP systems is an asset

Personal Attributes:

- High emotional (EQ), cultural (CQ) and physical (PQ) intelligence
- Strong business acumen and an analytical mind
- Demonstrably strong organizational skills and the ability to problem solve, manage complexity, recognize and respond to changing trends and priorities
- Excellent communication and interpersonal skills
- Must be able to handle multiple projects simultaneously in a changing, deadline driven environment
- Ability to work independently and as part of a team and take on new tasks with a high level of difficulty
- Attention to detail and accuracy, appropriately balanced with the need to complete tasks
- Self-starter who can work independently, has an adaptive personality that can deal with ambiguity
- Conducts themselves with professionalism, and maintains confidentiality of sensitive information
- Must be capable of working with cross-country and cross-functional teams

Other:

- Eligible to work in Canada.
- Fluent in verbal and written English.

Required Training:

Orientation training, including, Food Safety, Attendance Policy, Conduct Policy, AODA, WHMIS, Incident Response and Reporting, Emergency Response Plan, Return to Work and Disability Management, Ergonomic Policy and the Highline Stretching Program, Workplace Violence, Harassment, Sexual Harassment and Bullying Policy, Health and Safety Policy and MOL Worker Awareness.

Other training as self identified for professional development or skill enhancement or identified by Highline.

Working Conditions:

Working conditions are primarily in an office environment, with occasional field experience as required

Must be capable of working in Ontario and able to travel within Canada

Must possess a valid driver's license

Weekend and/or evening and some holiday work, and position require a willingness to work a flexible schedule.

This job description should not be construed as an exhaustive list of duties and responsibilities to be performed by persons assigned to this position. It is not intended to limit or in any way modify the right of the manager or supervisor to assign, direct, or control the work of associates under his or her supervision. Job descriptions may be revised at any time during the course of employment as required.

By signing below, I acknowledge that I have reviewed and accept the responsibilities noted within this job description.

Signature

Date