



GUAYAKI SUSTAINABLE RAINFOREST PRODUCTS, INC.

JOB DESCRIPTION

Job Title: Purchasing Agent
Department: Operations
Reports To: Purchasing/Supply Chain Manager
FLSA Status: Non-exempt

Position Summary: Responsible for the ordering of raw materials, packaging supplies, and/or equipment, and the follow-through with vendors on shipment and delivery.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Reviews inventory records to determine if inventory on hand is sufficient to meet orders.
- Reviews inventories to maintain sufficient ingredients/materials supplies for production.
- Creates purchase orders for submission to vendors.
- Works closely with Quality Department to ensure quality standards are carried throughout the supply chain.
- Coordinates shipment of orders with logistics team.
- Tracks purchase orders and follows up with suppliers to ensure materials/ingredients are shipped and delivered on-time.
- Works with receiving department to address receiving/invoicing discrepancies.
- Works closely with CoPackers to confirm quality and quantity of deliveries meet specifications.
- Maintains Purchasing files.
- Works closely with the Accounting and Operations teams.
- Prepares periodic reports related to purchasing, production and inventory.
- Maintains awareness of physical inventory movement, including shipping and receiving schedules.
- Assists in the development and maintenance of purchasing procedures.
- Performs required administrative tasks; prepares all required reports and correspondence.

Competencies: To perform the job successfully, an individual should demonstrate the following.

- **Communications** - Exhibits good listening and comprehension. Expresses ideas and thoughts in written form. Expresses ideas and thoughts verbally. Keeps others adequately informed. Selects and uses appropriate communication methods.
- **Customer Service** - Displays courtesy and sensitivity. Manages difficult or emotional customer situations. Meets commitments. Responds promptly to customer needs. Solicits customer feedback to improve service.
- **Dependability** - Commits to doing the best job possible. Follows instruction. Keeps commitments. Meets attendance and punctuality guidelines. Responds to requests for service and assistance. Takes

responsibility for own actions.

- **Planning & Organization** - Integrates changes smoothly. Plans for additional resources. Prioritizes and plans work activities. Sets goals and objectives. Uses time efficiently. Works in an organized manner.
- **Quality** - Fosters quality focus in others. Improves processes. Measures key outcomes. Sets clear quality requirements. Solicits and applies customer feedback.
- **Use of Technology** - Adapts to new technologies. Demonstrates required skills. Keeps technical skills up to date. Troubleshoots technological problems. Uses technology to increase productivity.

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/Experience:

Two-year degree and/or three to five years related experience or equivalent. Previous experience in manufacturing and/or beverage industry preferred.

Language Ability:

Read, analyze and interpret business, professional, technical or governmental documents. Write reports, business correspondence and procedure manuals. Effectively present information and respond to questions from managers, customers and the public.

Mathematical Ability:

Calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Apply concepts of basic algebra and geometry.

Reasoning Ability:

Apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Deal with problems involving a few concrete variables in standardized situations.

Computer Skills:

Intermediate to advanced skills in using spreadsheets and word processing software (MS Office). Experience with NetSuite accounting software a plus.

Certificates and Licenses:

None

Supervisory Responsibilities: none

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

The noise level in the work environment is usually moderate.

Physical Demands: The physical demands described here are representative of those that must be met by a candidate 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 cebador is regularly required to sit and use hands to finger, handle, or feel. The cebador is frequently to talk or hear. The cebador is occasionally required to stand and walk. The cebador must be able to occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

ACKNOWLEDGED: Cebador Signature

Date

PRINT: Cebador Name

ACKNOWLEDGED: Supervisor/Manager Signature

Date

GUA YAKI is committed to equitable prosperity and dignity for all people. We value a diverse workforce and believe it enhances our culture while fostering better decision making. We recruit, train, compensate and promote regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law.