Junior Buyer

Are you energized by the idea of working as part of high performing and values driven team in the natural food category? Do you want to accelerate your professional development by working in a high paced and dynamic environment, and join a team committed to bringing our great tasting products to consumers across North America? Then you may be the person we are looking for!

Vibrant Health Products, manufacturer, and marketer of Silver Hills Sprouted Bakery, Little Northern Bakehouse, and One Degree Organic Foods is looking for an enthusiastic and energetic **Junior Buyer** to join our growing team.

Located in beautiful Abbotsford, BC, we offer competitive wages and benefits, a modern and secure work environment and the opportunity for personal growth and success based on individual performance.

If you're interested, let us know that you have what it takes to build and grow a successful brand with the market leader in delicious, healthy, and traceable foods.

Key Responsibilities:

- Daily Responsibilities for materials requirements planning including PO generation.
- Ensuring that best practices are followed and that business units have required material to fulfil their requirements.
- Managing and maintaining supplies program.
- Reconcile warehouse receipts with purchase orders and posting in Great Plains.
- Review weekly production schedules against materials required.
- Monitor and manage inventory levels against production requirements.
- Create and manage return orders for defective materials or packaging that don't meet quality standards.
- Maintain and update all item cards in Great Plains (vendor, raw materials, packaging, etc.)
- Managing all vendor documents required, Kosher, specs, Non-GMO, etc.
- Effectively communicate and work with other business units in weekly meetings.

Requirements, Skills & Qualifications:

- Certification in Purchasing from an accredited institution or association, or 2-5 years in a similar role,
- Highly organized with a proven ability to manage multiple priorities with tight timelines,
- Strong computer skills with strength in Excel (spreadsheet creation, formula creation, analysis),
- Strong interpersonal skills with a proven ability to foster and maintain productive relationships,
- Proven negotiation skills
- Above all a love of food

This position will appeal to somebody who wants to be a contributing part of something very new and exciting in the natural foods category.

If you are looking to work and learn in an environment that fosters personal involvement and development, while keeping you challenged and at the leading edge, then this may be the place for you.

Please email your resume and covering letter to careers@vibranthealthproducts.com stating **Junior Buyer** in the subject line before the posting close date of April 14, 2017. No phone calls please.

We thank all applicants for their interest, but we're so busy growing that we'll only be able to get back to those who are shortlisted for interview.