

JOB TITLE: SOURCING ASSOCIATE
DEPARTMENT: Sourcing
DATE: 4/24/2018
REPORTS TO: Executive Vice President
SALARY RANGE: DOEE
CLASSIFICATION: Exempt

POSITION DESCRIPTION: The Sourcing Associate is responsible for assisting the Sourcing Specialist in the coordination and search for raw material suppliers. This position will collaborate with internal departments and external vendors to ensure the collection and maintenance of all relevant and necessary vendor and specification documentation.

Responsibilities:

1. Maintains healthy vendor relationships, corresponding via e-mail, phone and meetings in a timely and professional manner.
2. Actively looks for alternative sources and costs savings.
3. Keeps up to date with market trends and industry news (e.g. rose sheet, feedly, nutra ingredient news, etc.)
4. Sources any necessary raw material for all items (new, revision and QC problems, supply problem items as needed).
5. Works with QC and R&D to qualify raw materials through samples and timely document collection (specifications, compositions, allergens, etc...)
6. Notifies appropriate departments of price changes.
7. Notifies Sales and Marketing of any marketing opportunities from vendors.
8. Keeps up to date with state and federal regulations affecting the dietary supplement industry (I.e., NLEA, DSHEA, FDA, cGMP final rules, FALPA, FSMA and so on)
9. Performs any other related duties, as may be required.

Job Requirements:

- Two or more years experience in sourcing, purchasing or project management required.
- Experience with sourcing for dietary supplements a plus.
- Experience with reviewing specification sheets a plus.
- Minimum of Associate degree in science or business related field.
- Proficiency in computer office software applications.
- Excellent verbal and written communication skills.

Job Status: Full Time/ Exempt

Schedule: Day Shift

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee 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 employee is required to occasionally alternate between sitting and standing positions. The employee frequently is required to reach with hands and arms, use hands and fingers to handle controls, computer and mouse; talk and hear. The employee is occasionally required to walk, stand, stoop, and lift as required to file documents or store materials throughout the work day. Specific vision abilities required by this job include close vision and the ability to adjust focus. Proper lifting techniques required. May include lifting up to 25 pounds on occasion.