

Indirect Procurement Manager

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Company: Heartland Food Products Group

Location: Indianapolis

Category: other-general

Scope:

The Indirect Procurement Manager is responsible for all purchasing, sourcing, contracting, and managing the performance of the indirect procurement function. This role will work to ensure a reliable supply chain of materials, goods, and services, negotiate terms and conditions to improve cost efficiencies, and manage relationships with vendors and suppliers. This role will also ensure best-in-class processes and procedures are developed, integrated, and followed to achieve business objectives.

Essential Duties and Key Responsibilities

Lead and manage all indirect procurement activities across the organization.

Develop standards, policies, and procedures for indirect procurement activities.

Develop and implement strategic sourcing/purchasing plans that support profitable operations.

Enforce compliance with all Heartland purchasing policies.

Work with the company's Legal team to negotiate terms and enter new supplier contracts and/or manage and modify existing contracts. Manage Contract Renewal process as directed.

Establish routines to identify and act upon cost efficiencies of goods and services.

Collaborate with all of the company's functions to continuously identify and improve cost of indirect goods and services.

Develop a supplier relationship program and implement necessary audit and inspection events to ensure compliance to agreements and contracts.

Establish strong relationships with key suppliers and stakeholders to deliver mutually beneficial solutions

Establish a scorecard system to measure and assess suppliers' performance.

Lead effective and data driven supplier negotiations based on industry benchmarking data, market trends, scorecard results, and supplier price models to meet business objectives.

Develop a system to frequently audit inventory of indirect goods.

Qualifications:

Bachelor's degree in supply chain, business administration, or equivalent fields.

10 years of relevant experience in food or similar industry

Strong negotiation skills and business acumen.

Effective communication and presentation skills

Business oriented with strong sense of urgency.

Physical Demands:

Must be able to physically perform the functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, and repetitive motions

Must be able to work seated using a computer and phone for long periods of time.

Must be able to work extended hours, such as daily overtime and an occasional weekend

Must possess visual acuity to document company records

Must be able to stand and walk for extended periods.

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