



JOB DESCRIPTION

Date: 5/8/08
Position: MRP Specialist
Reports to: Co-Manufacturing Manager

Summary:

Wholesome Sweeteners, the category leader in Fair Trade Certified, Organic and Natural sweeteners, seeks an MRP Specialist to lead our MRP efforts in systems development and order placement. The successful candidate will be a highly motivated professional with a minimum of three years relevant experience in MRP, purchasing, or other related commercial job function – preferably in a food manufacturing environment. This position will report directly to the Co-Manufacturing Manager. If you are self starter and ready to grow with a company growing double digits every year, this role may be for you. It is a remarkable career opportunity to grow with a pioneering, dynamic and progressive food business.

KEY RESPONSIBILITIES:

- Responsible for overall management of ALL the raw material purchasing requirements to support the Master Production Schedule for Wholesome Sweeteners including vendor selection, cost and service negotiation, contract maintenance, and MRP development, maintenance and management
- To proactively contribute to the enhancement, development and review of all processes, procedures and reports relating to MRP module within our ERP system – Syspro – including establishing safety stocks, re-order points, re-order quantities and EOQs.
- Directly accountable for development and maintenance of BOMs, Out of Stocks on Raws, Cost reduction activities, vendor develop.

Inventory Control

- Primary responsibility for overall stock levels of raw materials used in the production of all SKUs.
- Develops and maintains an inventory reporting system, using MRP and ERP data, to indicate on hand, allocated, available stock in both units and weeks of cover.
- Use of the MRP module of the company system to forecast and plan proper and inventory levels of Retail and Industrial products.
- Develop and Maintain a database within MRP of all suppliers, items provided, cost per unit EOQs, and contact information.
- Develop and publish monthly performance reports for all suppliers including but not limited to:
 - On Time Delivery
 - Order Fill Rate
 - Quality Rate
 - Non-Conformance Corrective Actions
- Ensure all invoices, as it relates to raw materials purchasing are properly authorized and accurate per the Company's financial agreements and policies;
- Reconcile any operational invoices if discrepancies exist.

Purchasing

- Ensure proper creation of Purchase Orders, as required (including for Production, raw materials, packaging materials, etc.)
- Review all purchased products and services to ensure they are cost competitive and maintain comparative analysis online.
- Support the business through a proper bid process for all services and products purchased.
- Set up and review vendor performance measures and report them monthly.
- Participate in the review of new warehouses, co-packers and vendors.

Other Duties

- Provide back up support for Customer Service and support all other departments from an Operation's standpoint.
- Other duties as assigned.

Requirements:

- BS/BA in Business or related field
- 3 to 5 years of experience in MRP, purchasing, or materials management
 - Preferably with Food Plant/Manufacturing experience
- Proficient with MS Office
- Bilingual in Spanish/English a plus