

## JOB POSTING

### PURCHASER/BUYER – SUPPLY CHAIN

Daily Bread Food Bank works towards long- term solutions to end hunger and poverty and runs innovative programs to support individuals living on low income and experiencing food insecurity. Daily Bread distributes fresh and shelf stable food, and fresh-cooked meals to 126 member agencies and 189 food programs across Toronto. Daily Bread also publishes the influential Who's Hungry report - an annual survey measuring trends in food insecurity and poverty in Toronto to educate the public and spark policy change.

Daily Bread offers an inclusive and engaging workplace culture, a competitive salary and comprehensive **employer-paid** benefits package. The wages and benefits paid to Daily Bread Food Bank's full-time staff meet the requirements of the [Ontario Living Wage Network](#)

<b>Job Title:</b>	Purchaser/Buyer – Supply Chain
<b>Reporting to:</b>	Inventory Manager, Operations
<b>Salary:</b>	50,000 – 60,000 commensurate with experience
<b>Terms:</b>	35 hours a week / Permanent – Full-time; Some weekend, evening and holiday work may be required.
<b>Location:</b>	191 New Toronto Street, Toronto, ON, M8V 2E7

#### GENERAL RESPONSIBILITIES

You will be responsible for identifying and implementing various procurement strategies, enhancing existing relationships with vendors, and establishing new ones. While much of the supply chain support will be to procure food supporting all our agency programs, you will also support materials supporting operations and potential infrastructure projects. You must be able to contribute to the development, implementation and continuous improvement of Daily Bread Food Bank's procurement standards and processes.

#### SPECIFIC RESPONSIBILITIES

- Work closely with the Inventory Manager. Align on safety stock, minimum inventory reorder points, maximum inventory (order volume) and timing to support orders and mitigate risks.
- Support the development and execution of best-practice inventory management processes that will meet or exceed benchmarks for customer order fill, freshness, shrink, and inventory turns.
- Prepare and process requisitions and purchase orders of food (fresh, frozen, packaged), supplies (bags, boxes, gloves, staff clothing, etc.), services, and warehouse equipment.

- Build relationships and monitor supplier performance to ensure processes and/or capability alignment with the organizations needs.
- Monitor open purchase orders, including On Time- In Full and vendor payment.
- Monitor changes in the supply base and proactively manage potential impact on future supply
- Escalate supply issues in a timely manner.
- Report on key Performance Indicators, providing context and corrective / preventative actions on any poor performances.
- Assist in data entry for all monitoring and verification activities as required. Prepares reports as necessary to record findings and recommendations from testing.
- Provide back-up support to functional area operations supervisors.
- Participate in projects and meetings as required.
- Perform other supply chain duties that may be assigned from time to time.

### **EDUCATION/EXPERIENCE (OR EQUIVALENT)**

- 2 – 5 years of experience in procurement, sourcing processes and practices.
- 2 – 5 years of inventory management experience (safety stock, re-order points, EOQ).
- Demand planning experience an asset.
- Education or experience in Procurement, Supply Chain Management.

### **KEY COMPETENCIES**

- Intermediate level in Microsoft Office Word & PowerPoint.
- Strong level with Microsoft Excel preferred, using pivots, charts, reviewing and analyzing data.
- Proven team skills with ability to effectively communicate to various levels internally, and vendors externally.
- Detail oriented with strong organizational and presentation skills.
- Strong communicator and enjoys a work environment that is collaborative and inquisitive.
- Self-directed; ability to work independently in a fast-paced environment.
- Ability to project manage cross-functionally where necessary.
- Excels in an environment that focuses on continuous improvement.
- Understands and applies safe work practices and principles.

### **WORKING CONDITIONS**

The incumbent works in an office/warehouse environment. Occasionally can work from home, however majority of role is in-person. Year-round there is occasional overtime during the week and some weekends, with more overtime at peak season (October-January).

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## How to Apply

To be considered, please submit a resume and cover letter for the role by **June 13th, 2022**, to Human Resources – [hr@dailybread.ca](mailto:hr@dailybread.ca). Interviews for the position will be conducted on a rolling basis.

***Daily Bread Food Bank is an equal opportunity employer and encourages applications from members of designated groups. Persons with disabilities who need accommodation in the application process, or those needing job postings in another format, please e-mail a request to Human Resources.***

*To support Daily Bread's mandatory Covid – 19 vaccination policy, candidates/employees being considered for employment are required to provide proof of vaccination as a condition of employment prior to their start date unless they have been provided with accommodation in accordance with the Human Rights Code.*

Daily Bread Food Bank thanks all individuals who apply for this position and will only contact candidates who are selected for an interview.