

JOB POSTING

Procurement Manager – 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 incomes and experiencing food insecurity. Daily Bread distributes fresh and shelf-stable food, and fresh-cooked meals to 132 member agencies and 207 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.

Job Title:	Procurement Manager – Supply Chain
Reporting to:	Vice President, Operations
Location:	191 New Toronto Street, Toronto, ON, M8V 2E7
Terms:	35 hours a week / Permanent – Full-time, hybrid

Daily Bread offers an inclusive and engaging workplace culture, a competitive salary and a 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](#).

Other considerations for you:

- RRSP Matching after 1 year.
- Free daily lunches when on-site at 191 New Toronto St office.
- Free on-site parking.
- Three (3) Weeks of Paid Vacation per year.
- Creative, kind, fun, and passionate team culture.
- Active social committee.
- Professional Development opportunities.

GENERAL RESPONSIBILITIES

We are seeking an experienced **Procurement Manager** to oversee our company's supply of products and services. As Procurement Manager, your role involves strategizing to find cost-effective deals and suppliers. Your mission is to discover ways to reduce procurement expenses, develop, implement, and continuously improve Daily Bread's procurement and purchasing standards and practices.

SPECIFIC RESPONSIBILITIES

- Develop and implement effective sourcing strategies to optimize procurement processes.
- Identify potential suppliers and establish long-term business relationships.
- Secure advantageous terms, prices, and conditions through effective negotiation.

SPECIFIC RESPONSIBILITIES CONT'D

- Ensure timely ordering and delivery of essential items.
- Review and approve purchase orders and delivery terms.
- Continuously assess and improve existing supplier agreements.
- Monitor functional metrics to reduce expenses and enhance effectiveness.
- Ensure clarity on specifications and expectations within the company.
- Analyze data to predict shifts in supplier and client negotiating power.
- Mitigate risks related to supply contracts and agreements.
- Foster a culture of cost-saving in procurement.
- Lead various internal purchasing and procurement projects within the organization.
- Identify and recommend alternative food solutions for our clients to meet their changing needs while ensuring the solutions cost effective and supply is sustainable.
- Work closely with the food raising team to collaborate with vendors for purchases and donations.
- Develop key KPIs, providing context and corrective / preventative actions on any poor performances.

EDUCATION AND EXPERIENCE

- Previous roles as a Procurement Manager, Procurement Officer, or Head of Procurement.
- Familiarity with sourcing techniques and market dynamics.
- Ability to negotiate effectively and build strong relationships.
- Strong leadership skills to guide procurement processes.
- Education and experience in Procurement, Supply Chain Management.

KEY COMPETENCIES AND SKILLS

- 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 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-functional 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 and is an in-person role. Year-round there is occasional overtime during the week and occasion events that may require week-end support such as public sorts.

How to Apply

To be considered, applicants must submit a cover letter and resume by **Thursday, March 21st, 11:59 p.m.** to careers@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.

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