

KIRK'S

FAMILY OF NATURAL BRANDS

ERLANGER KY 41018 | KFONB.COM | 859.647.0777

OPEN POSITION AT KIRK'S FAMILY OF NATURAL BRANDS:

PROCUREMENT SPECIALIST

IDEAL START DATE: ASAP

JOB DESCRIPTION

Kirk's Family of Natural Brands seeks a highly organized individual to join our team as our Junior Procurement Specialist. As a key developing role in a growing CPG business, this individual should be a self-motivated, adaptable critical thinker with a willingness to learn. This position involves a broad range of supply chain, product development and operations support related responsibilities. This individual will report into our Supply Chain Manager and work collaboratively with our Product Development Manager. The Junior Procurement Specialist will support our Supply Chain Manager and Product Development Manager by building vendor relationships to secure the best prices on products for our company, as well as increase operational efficiencies by conducting these other responsibilities:

RESPONSIBILITIES/JOB DUTIES

- Reconcile inbound inventory against invoices
- Product/BoM audits
- Quality control audits
- Support ERP & CRM integration
- File & Data Management
- Building standardized documents to support cross department needs
- Inventory Reconciliation
- Purchase goods or services that meet the quantity and quality expectations of the organization
- Evaluate and negotiate contracts with vendors
- Track inventory and restock goods when needed
- Stay up to date on industry trends and new products, guided by Product Development Manager
- Compare available goods with industry trends to determine appropriate pricing
- Develop Product Specification Sheets with formula #s, pricing, submission status, stability, Spec sheets, Artwork Status, Copy & ingredient sheets
- Document & Track Certifications on all products
- Ensure QC and Lot Retention in collaboration with the warehouse manager & inventory specialist
- Tracks & communicates component shipment status from supplier to contract filler
- Product, Component and Artwork documentation management
- C of A and Compliance documentation management
- Tracks Product & Artwork phasing and communicates updates to various departments
- Supplier Project Management, where necessary
- Product, Fragrance & Component sourcing and documentation management
- Prepare and distribute several daily/weekly/bi-weekly/monthly reports for Inventory Control Specialist & Product Development Manager
- Work with Team on Demand planning and forecasting
- Tracking Supplier Metrics & Performance
- Evaluate components loss and recovery plan
- Other related Supply Chain & Product Development Functions

DETAILS

Hours: 37.5 hours/week

Directly Reports to: Supply Chain Manager

Job Type: Full-time

Salary: \$45,000 per year

Work Location: Erlanger, KY

Work Remotely: No

Qualified candidates please send your resume to

Email: thien@kirksnatural.com

Subject Line: Procurement Specialist Application

QUALIFICATIONS

- BA/BS in business, purchasing, operations, supply chain, related fields, or equivalent related work experience
- Self-starter proficient working with cross-functional teams, including demonstrated motivation, influence, and the ability to drive change across all levels of the organization
- Excellent written and verbal communication skills with effective interpersonal skills including negotiation, consultation, liaison, influencing, and conflict resolution skills
- Excellent supplier management skills including demonstrated ability to develop and manage business driven supplier executive relationships
- Understanding of basic business, accounting, and math principles
- Proficient in Microsoft Office products. Strong Excel skills preferred.
- Strong attention to detail required as work prepared by this position is presented to executive management for use in decision making
- Strong analytical and problem-solving skills
- Enthusiasm for natural products and a healthy lifestyle is a plus.

ABOUT US

Our business is family owned and operated by two second generation sisters, Molly & Katherine Oliver. With a growing portfolio of over 80 natural personal care products ranging in distribution at Walmart, Kroger, Publix, Amazon and more - we are just getting started!

Come join us!

CELEBRATING OVER 180 YEARS.

KIRK'S NATURAL | SOUTH OF FRANCE NATURAL BODY CARE | THE GRANDPA SOAP COMPANY