



We have a career opening for a strong **PROCUREMENT DIRECTOR** to be an integral part of our team at our Corporate office in Philadelphia, PA.

Our ideal candidate will be a highly motivated effective professional with the ability to drive results. Great opportunity to make a difference in our fifth-generation family-owned business.

Job Summary:

Source and manage all aspects of the Company's indirect and non-core direct materials, ingredients and services spend to deliver continuous cost improvement as well as reducing total cost of ownership. Ensure corporate level product and service contracts are maintained and adhered to by stakeholders across the plant network and at headquarters locations.

Essential Job Functions:

- **Materials and Services Sourcing – Strategic. Handles long-term sourcing and sourcing strategy for all core spend categories, including but not limited to Packaging, Freight and Warehousing, Eggs, Cheese and other non-core ingredients**
 - Work with key stakeholders to identify core requirements to support both current business and future expansion.
 - Set a strategy for each category of spend, aligns management team to approach, and implements.
 - Partner with Operations and Manufacturing leadership to develop and implement a future-facing freight and warehousing strategy.
 - Demonstrate flexibility and good judgment in balancing stakeholder needs with business opportunity.
 - Supplier identification and pricing.
 - Contract negotiation and management.
 - Bid and award business to ensure PMC's operational continuity and reduce total cost of ownership over time.

- **Spend and Savings Analytics and Reporting**
 - Develop an understanding of the combined organization's materials and services spend at the corporate and plant level.
 - Identify opportunities to rationalize assortment/supply base and reduce demand.
 - Develop a sourcing roadmap based on largest opportunity areas and areas of critical business need.
 - Identify and track savings realized on outside spend.

- **Category and Supplier Management**
 - Develop and enhance supplier relationships to ensure business continuity and secure favorable terms and conditions for the Company.
 - Develop supplier scorecards and monitor ongoing supplier performance, taking corrective action where needed.
 - Track supplier contracts, utilization against contracts, and proactively implements contract renewal negotiations or RFPs as appropriate.
 - Partner with suppliers to deliver continuous improvement in performance, cost and value.

- **Miscellaneous**

- Assist plant buyers in sourcing goods and services.
- Perform other duties as assigned.

Essential Job Requirements:

- Minimum of a Bachelors' degree plus 10 years of indirect goods and services procurement experience in the food or CPG industry. Logistics sourcing and management experience strongly preferred.
- Must be a professional representative of the business and possess a high energy level.
- Demonstrated track record in negotiation skills and developing strong business relationships.
- High level of proficiency with Microsoft Suite, particularly Excel.
- Demonstrated critical thinking and problem-solving skills.
- Ability to travel overnight up to 25% for supplier meetings and plant visits.
- Effective verbal, written, interpersonal and presentation skills.
- Demonstrated abilities to multi-task and handle multiple high priorities simultaneously.
- Ability to work independently and influence across a matrixed team.
- Proven ability to effectively interface with all levels of personnel in the organization.
- High level of ethical behavior, confidentiality and fiscal responsibility.

Our company offers a competitive package including PTO, paid holidays, bonus based on performance, 401(k), health, dental, vision, short term disability, long term disability, life insurance benefits and free parking. Come grow with us!

Please email your resume and cover letter to: sclemens@philamacaroni.com

Equal Opportunity Employer